

**TOWN OF WINDSOR, CONNECTICUT  
Special Meeting Notice**



**Zoom instructions**

**Dialing in by Phone Only:**

Please call: **309 205 3325** or **312 626 6799**

When prompted for participant or meeting ID enter: **875 3109 7090** then press #

**Joining in by Computer:**

Please go to the following link: <https://us02web.zoom.us/j/87531097090>

When prompted for participant or meeting ID enter: **875 3109 7090**

**AGENCY: Arts Commission**

**DATE: August 7, 2024**

**TIME: 7:00 PM**

**PLACE: Hybrid meeting - via Zoom or In-person at Town Hall in Ludlow Room**

**AGENDA**

1. Call to Order
2. Public Comment
3. \*Discussion on Poet Laureate
4. Minutes of Preceding Meeting
  - a) \*March 19, 2024
5. Staff Comments
6. Adjournment

\*Backup materials

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 48 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

## Agenda Item Summary

Date: August 7, 2024

To: Members of the Arts Commission

Prepared by: Scott W. Colby, Jr., Assistant Town Manager

Subject: Poet Laureate Discussion

### Background

At the February 22<sup>nd</sup> Art Commission Meeting, the group had a presentation from a representative of the Connecticut Coalition of Poets Laureate learning what a poet laureate is and the function within a municipality. At the March 19<sup>th</sup> Art Commission Meeting the group was presented with research and highlights of poet laureates from various municipalities in Connecticut. Staff gathered feedback to prepare a draft selection process and application.

### Discussion/Analysis

From the feedback received by the Arts Commission staff has prepared guidelines to include:

- Criteria for a Poet Laureate
  - Must be a Windsor resident at least 18 years of age
  - Must be interested in helping to make poetry accessible and meaningful to a wider audience
  - Must have demonstrated passion and expertise in writing, reading, and or teaching poetry
  - Must be comfortable with public speaking in front of both small and large groups in a variety of settings
  - Must get along well with and engage the diverse citizenry of Windsor
  - Must be willing and able to fulfill the duties and responsibilities of the Poet Laureate role
- Duties and responsibilities may include but are not limited to
  - Organize and/or participate in poetry readings open to the public
  - Attend and/or read poetry at a minimum of three town events (e.g. Shad Derby, Torchlight Parade, Juneteenth Celebration, Memorial Day Parade, etc.) per year as requested by the Arts Commission
  - Visits schools, libraries, and community centers to lead poetry workshops and connect with students and community members
  - Collaborate with other local artists to create multi-media works of art
  - Serve as a responsible creative leader for the written and spoken word in the Town of Windsor
- Term length of three years
- Application

Financial Impact

None.

Other Board Action

None.

Recommendations

If the Art Commission is in agreement, the following motion is recommended for approval:

**“MOVE to recommend that the Town Council establish a Poet Laureate.”**

Attachments

Draft – Town of Windsor Poet Laureate Program Guidelines and Application

Draft – Town of Windsor Poet Laureate Selection Process



## Town of Windsor, Connecticut Poet Laureate Program Guidelines

The Town of Windsor Arts Commission is looking to establish a Poet Laureate and is currently seeking applications for the role.

### What is a Poet Laureate?

A Poet Laureate acts as a cultural ambassador, promoting poetry, literacy, and the arts through public readings, workshops, and community engagement events. They often compose poems for significant town events and celebrations, reflecting the spirit and identity of the community through their work.

### Criteria for a Poet Laureate

- Must be a Windsor resident at least 18 years of age
- Must be interested in helping to make poetry accessible and meaningful to a wider audience
- Must have demonstrated passion and expertise in writing, reading, and or teaching poetry
- Must be comfortable with public speaking in front of both small and large groups in a variety of settings
- Must get along well with and engage the diverse citizenry of Windsor
- Must be willing and able to fulfill the duties and responsibilities of the Poet Laureate role

### Duties and Responsibilities

The duties and responsibilities of the Windsor Poet Laureate may include, but are not limited to, the following:

- Organize and/or participate in poetry readings open to the public
- Attend and/or read poetry at a minimum of three town events (e.g. Shad Derby, Torchlight Parade, Juneteenth Celebration, etc.) per year as requested by the Arts Commission
- Visits schools, libraries, and community centers to lead poetry workshops and connect with students and community members
- Collaborate with other local artists to create multi-media works of art
- Serve as a responsible creative leader for the written and spoken word in the Town of Windsor

### Terms of Service

The Poet Laureate position is voluntary. Appointment lasts three years with a possibility of reappointment or extension at the end of the term as decided by Windsor Town Council. The Town Council reserves the right to revoke appointment should the Poet Laureate a) fail to sufficiently complete their duties b) engage in unethical or criminal behavior or c) cease to be a Town of Windsor resident at any point during their three-year term.



## Application Process

Applications must include the following:

- Application form (see next page)
- 1-2 page cover letter or personal statement that includes a little bit about yourself, your poetry background, why you feel you are qualified for the role, why you are interested in the role, what you would like to achieve during your tenure, and any special projects you would like to organize
- Poetry related resume or CV (you may include links to online content)
- A selection of 5-6 poems that you think best demonstrate your abilities as a poet

**Application Deadline:** Materials must be emailed to [insert email here] no later than the end of [insert date here]. Alternatively, submissions may be hand delivered or mailed to [insert name here] at [insert address here]. Hand deliveries must be received no later than 5:00pm on the deadline date. Mail deliveries must be postmarked on or before the deadline date. Submission materials will not be returned to the applicant. Preferential treatment will not be given based on which method is used to submit an application.

## Selection Process

Members of the Windsor Arts Commission will review all applications submitted by the deadline. Three finalists will be chosen to appear in front of the commission for an interview and reading of an original piece of poetry. Arts Commission members will choose a finalist to recommend to the Windsor Town Council to serve as Windsor Poet Laureate for a three-year term.

For more information: Email [insert email address here] or call 860-285-1800.



## Town of Windsor, Connecticut Poet Laureate Application

Submit application along with the following documents: 1-2 page cover letter or personal statement that includes a little bit about yourself, your poetry background, why you feel you are qualified for the role, why you are interested in the role, what you would like to achieve during your tenure, and any special projects you would like to organize; Poetry related resume or CV (you may include links to online content); A selection of 5-6 poems that you think best demonstrate your abilities as a poet.

Submissions should be emailed to [insert email here] by the end of [insert date here]. Alternatively, they can be mailed or hand delivered to [insert address here]. Hand deliveries must be completed by 5:00pm on the deadline date. Mail deliveries must be postmarked on or before the deadline date.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Membership in Literary Organizations:

Publications where your work has appeared:

Literary awards (Name and Date):

Poetry related experience:

DRAFT



## Town of Windsor, Connecticut Poet Laureate Selection Process

Windsor Arts Commission members will review all applications submitted by the deadline. Three finalists will be chosen based on their past relevant experience, stated reasoning for applying for the role, and poetry submitted. These individuals will appear in front of the Arts Commission to be interviewed. This may include a reading of an original poem to display their public speaking abilities, if commission members so choose. One individual will be chosen and recommended to the Town Council to serve as the Poet Laureate. The Town Council will vote to appoint the new Poet Laureate for a three-year term to start immediately after the end of the term of the current Poet Laureate, or immediately if there is not currently a Poet Laureate appointed.

Eligible applicants for Poet Laureate must:

- a. Be a Windsor resident at least 18 years of age
- b. Show interest in making poetry accessible and meaningful to a wider audience
- c. Demonstrate passion and expertise in writing, reading, and/or teaching poetry
- d. Be comfortable with public speaking in front of small and large groups in a variety of settings
- e. Get along well with and engage the diverse citizenry of Windsor
- f. Be willing and able to fulfill the duties and responsibilities of the Poet Laureate role for the entirety of their three-year term

The Arts Commission may request that the Poet Laureate attend and/or speak at any number of town events throughout the year. While the Poet Laureate is not required to, and likely will not be able to, attend all events, they should attend at least three events per year during their term. The Poet Laureate may also organize/participate in other poetry readings open to the public, lead poetry workshops in public facilities, and collaborate with other local artists to create multi-media works of art. The role of the Poet Laureate is to serve as a responsible creative leader for the written and spoken word in the Town of Windsor.

The Poet Laureate position is voluntary. Appointment lasts for three years with a possibility of reappointment or extension at the end of the term as determined by the Windsor Town Council. The Town Council reserve the right to revoke appointment should the Poet Laureate:

- a. Fail to sufficiently complete their duties
- b. Engage in unethical or criminal behavior
- c. Cease to be a Town of Windsor resident at any point during their tenure

The search for a new Windsor Poet Laureate will begin six months prior to the end of the current Poet Laureate's term. At this time, a call for submissions will be posted online along with the application form and application guidelines. All interested applicants will have one month to submit all requested materials either electronically or physically. This deadline may be extended due to lack of response or interest.





**TOWN OF WINDSOR  
ARTS COMMISSION  
HYBRID Meeting  
Ludlow Room  
March 19, 2024  
Special Meeting  
UNAPPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

Present: Michael Daly, Kathryn Grimshaw-Parker, Spencer Moore, Edward Richters, Sarah Laiuppa, Christian Ryan, Neill Sachdev, Christina Swaidan

Absent: Catherine Lewis

Staff: Scott W. Colby, Jr., Assistant Town Manager

**2. PUBLIC COMMENT - None**

**3. SELECTION OF A CHAIRPERSON & VICE-CHAIRPERSON**

MOVED by Commissioner Grimshaw-Parker, seconded by Commissioner Richters, to nominate Neill Sachdev as Chairperson.

Motion Passed 7-0-0

MOVED by Commissioner Grimshaw-Parker, seconded by Commissioner Sachdev, to nominate Spencer Moore as Vice-Chairperson.

Motion Passed 7-0-0

**4. DISCUSSION ON POET LAURETTE**

Assistant Town Manager Colby provided background on the research gathered on poet laureates in other municipalities in Connecticut. Commissioners provided some feedback on a potential draft guideline and process.

**5. MINUTES OF PRECEDING MEETING**

a) February 22, 2024

MOVED by Commissioner Laiuppa, seconded by Commissioner Daly, to approve the meeting minutes of the February 22, 2024 meeting as presented.

Motion Passed 7-0-0



Arts Commission Meeting Minutes  
March 19, 2024

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**6. ADJOURNMENT**

MOVED by Commissioner Richters, seconded by Commissioner Ryan, to adjourn the meeting at 8:10 p.m.

Motion Passed 7-0-0

Respectfully Submitted,

Scott W. Colby, Jr.  
Assistant Town Manager