



WINDSOR ARTS COMMISSION REGULAR MEETING

September 15, 2026 - 6:00 PM

Windsor Art & Heritage Center, 116 5th Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Approval of August Meeting Minutes
2. Acceptance of Financial Report

C. BOARD ACTION

1. Approval of Revisions to the Public Art Policy
2. Approval of the mural design for the Halfway Homestead Red Barn by Katie Curcio.

D. DISCUSSION ITEMS

1. Sculpture on Loan recap
2. Project Updates
 - CRC signage
 - Noblewins benches
 - Ray King sculpture
3. SWAG 2027!

E. COMMUNICATIONS

1. Communications from Town Board Liaison
2. Communications from Town staff
3. Communications from Commission members

F. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970)

674-2400 by noon on the Thursday prior to the meeting to make arrangements.



WINDSOR ARTS COMMISSION REGULAR MEETING

August 18, 2026 - 6:00 PM

Windsor Art & Heritage Center, 116 5th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER: 6:02 PM

1. Roll Call

Present: Emily Pearson, and Todd Vess, Carrie Ferris, Laurie Bess, Marisha Pelnar, Cindy Rhoads,

Absent: Kelly Scharlau, Kenley Hersh, Justin Discoe

Also Present: Laura Browarny, Ken Symsack, Chris Bates,

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration: Approval of Agenda Carrie Ferris, Second by Cindy Rhoads, unanimously approved

3. Public Invited to be Heard

The Pearson youth say that we are doing good!

B. CONSENT CALENDAR

1. Approval of July Meeting Minutes

2. Acceptance of Financial Report: There are additional adjustments not shown, \$1487.00 for concrete final payment and up to \$15,000.00 for artist fees associated with bench murals. Motion to accept Consent Calendar: Motion: Emily Pearson, Second: Todd Vess, unanimously approved

C. BOARD ACTION

1. Approval to postpone the Mural Grant Applications until 2027 for both RAD Real Estate and High Desert Chocolate. The artist for RAD Real Estate was too busy to assure the completion of the mural before winter. She would rather not rush the process and preferred to reapply in the spring of 2027. HDC owners have opted to stop working with Katie Curcio as they were at an impasse with the design. They requested to work with another artist to complete the project: The board is fine with the RAD grant being postponed and agreed with the need to get a great mural vs a rushed project. The HDC project seems hard to pull off this year. The design process will be pushed back until September 15th, at the earliest. That doesn't leave much time to find a new artist, come up with a new design, approve the project and paint the large mural before the winter sets in. The board recommends that the grant will be postponed this year and we can revisit the project with HDC in 2027. This will also give the board time to reconsider our language or lack thereof on AI usage in designs. Motion to Approve Carrie Ferris, Second Emily Pearson, unanimously approved.
2. Approval for reallocation of \$10,000.00 from mural grants to another project/projects: The board was presented with a few options to use the \$10,000.00 from this year's budget. A. The money could be used for landscape improvements at the ComDev building. A path could be installed going up to and through Jodie Coopers Sculpture. B. We could hire Katie Curcio to paint a Welcome to Windsor themed mural on the barn at

Halfway Homestead. C. We could do landscape improvements around the grounds of the upcoming Ray King sculpture. D. We could do nothing and investigate rolling the funds into 2027. After lengthy discussion it was deemed that at this point the board wants to put money and effort into art vs landscaping. They would like to explore Katie painting a mural on the barn using her previous designs as inspiration. With the caveat of removing elements that aren't "Windsor" ie: the cowboy and butterfly. Chris will be tasked with communicating with Katie to see if she is available and willing to turn around a quick redesign. If need be we will call an emergency meeting to look over designs via Zoom. Motion to Approve Carrie Ferris, second Todd Vess, unanimously approved.

D. DISCUSSION ITEMS

1. Ongoing Project Updates: Gail Whitman completed her Peach Design on the east info sign. Phase II of the CRC sign is in production. We have set a deadline of the end of September for installation and have weekly progress meetings set up to keep things moving. Noblewins benches are also in production and have a delivery date of September 16th. There is a weekly check-in scheduled with them to keep tabs on the progress and ensure that this project is kept on schedule. The site plan is completed for Ray King's sculpture location. They are sent to him, and he will be pulling the proper permits and assuring that everything is good to go for his piece. Ray is fabrication the metal pieces and is on schedule.

2. SoL Updates: SoL of Windsor artist Fred Lunger sold the Barn Owl and was hoping to get out of our agreement. Given the last-minute nature of his request, we held him to agreement, and he replaced the owl with a Magpie Sculpture. The season 1 pieces will come down on August 24th and 25th and the new pieces will be installed August 31st and September 1st. The art will be wrapped in tarps and unveiled on September 5th at 9:30 a.m. Many artists will be in attendance, and this year will be a build on the successes of last year. August 23rd is the last day to vote on the Peoples Choice Award Winner, Comms sent out a reminder to the public. Get your vote submitted and tell your family and friends.

E. COMMUNICATIONS

1. Communications from Town Board- Ken: There were a couple exciting Museum Acquisitions, a baby buggy from the Dickeys, with photo proof that they pushed their babies in it. We also got a beautiful piano from the Yancy's, even though we didn't want any more large items, this was too good to pass up. There was a resolution with the Housing authority for attainable housing (not affordable, but attainable) The previous project with the HA was the 55+ community of yellow apartments that Laura was too young to apply for, maybe next decade. There will be a new HVAC system installed at the CRC, stay cool kids. There was a strategic plan meeting at ComDev and a dozen people gave comments. The sign code has been updated and there is a mural code in there. It has pictures included so even someone like Chris can easily understand it. As far as the budget goes, revenue is flat, property tax is down but an increase in construction use tax should balance that out. There was a special meeting about the Datacenter, aka the e-bike of the moment. It was cordial and Greeley is working on annexing the surrounding land so that the annexing of the data center makes more sense. Speaking of E-bikes Bobby broke his wrist on his wife's machine and a fire battalion truck hit a pedestrian on one. Luckily no one was seriously hurt but 2 less E-bikes on the street will make some happy. There will be a new open space acquisition by the wastewater plant or the archery range, depending on how you prefer to look at it. The land

has a historic barn and is an Eaton Homestead. A new Town Prosecutor has been hired, sue me! There will be new baseball fields on North Campus and if you don't like that name it was going to be called "Coyobit"... sue me! Lastly there will be no slides this summer at the pool but there will be a new roundabout, a BIG ONE! Public Art anyone?!

2. Communications from Town of Windsor Staff- Laura, The History Museum Landscape Project has begun! Fences, benches, and roosters OH MY! This is scheduled to be completed by Mid-October.
3. Communications from WAC Members. Carrie, Laurie and Emily and working on updating the Public Art Policy to bring it in line with the way that WAC moves now and include language on AI. It should be done soon for your perusal and approval.

F. ADJOURN: Motion: Todd Vess Second: Cindy Rhoads
MEETING IS ADJOURNED AT 6:55 PM

Respectfully submitted by Laura Browarny, Culture Supervisor

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

	Community Devo.	General Fund (205)
2026 Budget	\$100,000	\$35,030
CDC Sulpture	\$30,000	
AHC Desk		\$694
SoL Stipends	\$12,000	
Traffic Cabinets	\$4,500	
Noblewins benches	\$22,655	
Community Choice SoL		\$750
Rooster	\$7,630	
Depot Mural		\$1,000
Artist stipends		\$900
CaFE subscription		\$370
ArtLIVE! 6/6		\$250
ArtLIVE! 6/19		\$400
ArtLIVE! 8/18		\$250
ArtLIVE! 7/30		\$400
ArtLIVE! 7/17		\$350
ArtLIVE! 8/15		\$250
ArtLIVE! 9/5		\$500
Purchase of My Surfbx	\$3,000	
New member lunch		\$81
SoL CaFE		\$229
Public Relations		\$113
Concrete for Bench and Surfboard		\$2,974
Bench murals	\$3,600	
Site prep for Ray		\$2,720
Bench murals	\$3,600	
Total Encumbered	\$86,985	\$12,231
Remaining Budget	\$13,015	\$22,799

Town of Windsor Public Art Policy

Revised 9/15/2026

Purpose

The Town of Windsor's Public Art Policy creates the roadmap for Windsor to enhance the lived experience of the community, businesses, and visitors. As Windsor continues to grow, the Public Art Policy along with Public Art Master Plan will ensure that artworks, artists, and sites are selected equitably and in a way that supports Windsor's identity as a modern town with historic roots.

The governing body of Windsor's Public Art Program is the Windsor Arts Commission (WAC). The WAC will select artworks in accordance with three guiding principles:

1. Works will be engaging and inspirational to residents and visitors and create opportunities to interact with the built environment.
2. Artworks, artists, and locations will be inclusive to the best of the WAC's ability. Artists will be selected through a variety of means and will feature artists who are both local and from beyond Colorado. The WAC will do its best to select artists that are diverse in background and perspective.
3. All artworks will be relevant to Windsor as a modern town with historic roots.

By following these guiding principles, the Town of Windsor, through the WAC, hopes to create a legacy of Public Art in Windsor that will continue into the foreseeable future.

Scope

This policy applies to all Public Art that is created or installed within the Town of Windsor. For the purposes of this policy, Public Art is defined as follows.

1. An original work of art. (See Appendix A: Definitions for further information)
2. Meant to be displayed permanently or semi-permanently, meaning for a period of at least 5 years or as part of a predetermined temporary art installation.
3. Must be displayed in a public setting, meaning one of the following:
 - a. On town-owned property such as a park or open space or town-owned building exterior
 - b. Inside a town-owned building in a public area that is open to all visitors during regular hours
 - c. On privately-owned property that is visible to the public at all times such as a mural on the exterior of a business
 - d. Must have either been funded entirely or in part by the Town of Windsor or formally accepted for donation according to the procedure set forth in this policy.
4. Art that is on exhibition in town-owned cultural facilities including, but not limited to, the Art & Heritage Center, Windsor History Museum, and the Community Recreation Center exhibit cases is exempt from this policy.

Special Districts

1. Special Districts are not included in the scope of this Public Art Policy.
 - a. Special Districts are encouraged to create their own public art plans.

- b. The Town of Windsor and the Windsor Arts Commission are not responsible for installing or funding artwork within Special Districts.

Windsor Arts Commission (WAC)

The WAC is the governing body of the Town of Windsor's Public Art Program and is responsible for adhering to all aspects of this Policy. This Commission may adopt its own bylaws and rules of procedure and amend these governing documents from time to time.

1. The establishment of the WAC was authorized by Ordinance No. 2021-1624.
2. The WAC is responsible for creating yearly art installation plans that take into consideration all planned Public Art projects in the budget for each year.

Technical Assistance

1. To ensure that the WAC is making the best-informed decisions regarding new artworks and sites, they will collaborate regularly with Town of Windsor staff members from various departments that can provide the insights and expertise necessary for making decisions about artwork construction and placement such as lines of sight for artworks near roadways and walking/bike paths, landscape management, safety of children and other residents who may come into contact with the artwork, and maintenance of artworks and sites.

Art Acquisitions

The Windsor Arts Commission receives funding or completed artworks in the following ways:

Town Board Allocations

1. At the discretion of the Town Board, funds may be allocated for public art each year. Estimates for funding can be made using the yearly Public Art installation plans created by the WAC. These funds, once allocated, are to be used exclusively for the purchase, commission, construction, installation, conservation and repair of Public Art.

Donations, Gifts, and Endowments

1. Monetary donations for public art can be made by anyone through Re-Imagine Windsor. These funds cannot be restricted or conditional and will be made available for all aspects of art acquisition, installation, and maintenance.
2. The WAC may receive proposals for donations of completed artworks. Artworks that are proposed for donation must adhere to the Public Art Donation Procedure. Individuals or entities interested in donating an artwork must follow these steps:
 - a. Complete the Public Art Donation application and submit to the WAC by either the spring deadline of March 31st or the fall deadline of August 31st.
 - b. Provide a maquette, images, or the actual work for review. Images can be provided electronically or by hard copy and should show all sides and provide the proper scale of the work.
 - c. Submit a cover letter explaining why the artwork is being offered to the Town of Windsor as a gift and why the work should be added to the Town's collection. When

possible, reference should be made to the guiding principles of the Public Art Master Plan.

- d. Provide a copy of the artist's resume or biography and images showing a sampling of the artist's work.
- e. Provide information about the artwork's provenance, exhibition history, and a letter of authenticity from the artist, if possible. All artworks must have a complete provenance in order to be considered.
- f. If desired, the potential donor may also propose a site for the artwork. There is no guarantee that, if accepted, the artwork will be displayed in the proposed site.
- g. Provide a conservation assessment describing the artwork's condition and a maintenance plan, including projected costs for maintenance. The plan should include an explanation of the expected life span of the work while placed in a public environment, and the type of environment (interior/exterior) in which the artwork may be placed. The plan should also discuss whether the artwork may be prone to vandalism and how that may be mitigated; it should be authored by the artist or a qualified conservator. The WAC is unlikely to consider donations that require immediate or extensive maintenance.
- h. Provide an appraisal value for insurance purposes.
- i. Review the Windsor Public Art Program Safety Policy and sign an acknowledgement that the artwork complies with all aspects of the safety policy.
- j. The WAC will review proposed donations at their next scheduled meeting. After review, the WAC may choose to accept or decline a gift, or to table an offer until more information can be gathered. The WAC may ask potential donors for more information at any time during the application process.
- k. All decisions regarding potential donations must consider the Selection Criteria outlined below.
- l. Any artwork donation that is accepted becomes the permanent property of the Town of Windsor and will be maintained according to the guidelines in the Public Art Policy.

Selection Criteria

The WAC is responsible for making decisions regarding which artists to work with, what artwork to accept or purchase, and which sites are suitable for Public Art. The following Selection Criteria are the guidelines that the WAC will follow when making these decisions. These Selection Criteria are available to the public including all artists and potential donors, who should therefore take these into consideration when submitting proposals.

Artist Selection

When selecting an artist for a commissioned work, whether through an open call or invitational, the WAC will utilize the following criteria.

1. Preference will be given to artists with prior experience creating public art and working with municipalities.
2. Artists must demonstrate the ability to complete the project in the required time frame.

3. Artists must have a knowledge of their materials and the maintenance required for the completed artwork.
4. The WAC will endeavor to select artists from diverse racial, gender and cultural backgrounds.

Artwork Selection

When selecting or approving an artwork for a new site, whether through an open call, invitational, direct purchase or commission, or through donation the WAC will utilize the following criteria.

1. *Guiding Principles:* The WAC will consider the guiding principles for Public Art established in the Windsor Public Art Master Plan.
 - a. Works will be engaging and inspirational to all residents and visitors and create opportunities to interact with the built environment.
 - b. Artworks, artists, and locations will be inclusive to the best of the WAC's ability.
 - c. Artworks will be relevant to Windsor as a modern town with historic roots.
2. *Inherent Artistic Quality:* Art is subjective in terms of its relative beauty, but the WAC will consider the inherent artistic quality of an artwork as a qualification for selection. A majority of the selection committee must agree that the work is visually appealing and well-constructed.
3. *Maintenance Requirements:* Will the Town of Windsor be able to properly maintain the artwork within its maintenance budget?
 - a. The artist must provide detailed instructions on maintenance of the artwork including all of the materials used and how to clean, maintain, and repair them.
 - b. Artworks should require basic cleaning and maintenance no more than twice per year.
 - c. The WAC will also consider an artwork's susceptibility to vandalism and how easily the work could be cleaned or repaired.
4. *Time Horizon of Artwork:* What is the anticipated lifespan of the artwork? Artworks considered to be permanent Public Art should be able to last at least five (5) years in an outdoor setting in normal public circumstances.
 - a. Outdoor artwork is exposed to the elements
 - b. Public Art is always at risk of being touched, climbed on, or otherwise interacted with by the general public. Efforts will be made to keep the public away from art that is not meant to be touched, but the artist should consider the nature of public art.
5. *Appropriateness of Artwork for the Site:* If a site has already been selected, the artwork chosen for that site must fit well into that context.
 - a. The size of the artwork must not overwhelm or get lost in the site
 - b. The artwork should not interrupt any sightlines for vehicular traffic, pedestrians, or block views of naturally scenic vistas
 - c. The material and subject matter should be relevant to the site and work to enhance it. Consideration should be given to the architectural, historical, geographical, and social/cultural context of the site.
6. *Diversity:* One of the core values of the Town of Windsor Department of Parks, Recreation & Culture is an appreciation for diversity, equity and inclusion. This core value will be considered when selecting and artwork.
 - a. The WAC will endeavor to select artworks by artists from diverse racial, gender and cultural backgrounds.

- b. Diversity also refers to artistic mediums, styles, scale, and narrative. The WAC will work to ensure that the collection of Public Art in Windsor is diverse in these aspects as well.
- 7. *Uniqueness*: To ensure that an artwork will not be duplicated, the WAC will require the artist to warrant that the artwork is unique, complies with the Public Art AI Policy and, if applicable, is limited to an edition of one (1) unless otherwise discussed.
- 8. *Public Safety*: An artwork must be deemed safe according to the following criteria in order to be accepted into Windsor's Public Art Collection.
 - a. No sharp points, corners or edges that could cut or puncture
 - b. Absolutely no protrusions or projections that could entangle clothing, possibly causing strangulation
 - c. The absence of pinch, crush or shearing points that could entrap a body part or clothing
 - d. The artwork design shall not cause hazards that could trap a child's head
 - i. Completely bound openings greater than 3.5 inches and less than 9 inches fall into this hazard.
 - e. Tripping hazards that may cause a fall, or cause injury if fallen upon must be avoided
 - f. Suspended hazards that could injure if capable of entangling or striking a member of the public cannot be a part of the artwork
 - g. The art should be securely anchored to avoid toppling
- 9. *Appropriateness for the Community*: The WAC will consider the wide visibility of Public Art to people of all ages, beliefs, and backgrounds and do their best to ensure that artworks are appropriate for this wide audience.
 - a. No explicit nudity or other overtly sexual themes
 - b. No depictions of graphic violence
 - c. Artworks that deal with time-specific events and will not remain relevant throughout the required five-year lifespan of Public Art will not be considered for permanent installation.
 - d. No highly politically-themed artwork will be considered

Site Selection

In order for a site to be considered as a location for Public Art, it must meet all of the following criteria. Potential Public Art sites can be identified by the WAC, the Town Planning Department, the Town Board and Town Manager, or community members.

1. All Public Art must be placed on Town of Windsor property in a place that will be free and accessible to the public for a majority of the time.
2. Public Art can be placed on private property with the approval of the WAC and if the property owner agrees in writing to the following terms.
 - a. Artwork will be visible and accessible to the public for all or a majority of the time.
 - b. Property owner will take responsibility for maintenance of the artwork according to the Public Art Maintenance Plan.
 - c. Property owner will not move, refinish, remove, or otherwise alter the artwork without express permission from the WAC or the Town Manager.
 - d. The property owner shall indemnify the City and provide adequate property insurance for the artwork.
 - e. The property owner should not aim to benefit financially in any way from the Public Art.

3. The WAC will utilize the Windsor Public Art Master Plan to prioritize sites and districts. More widely utilized public spaces, such as the Downtown area, will be prioritized over local parks and neighborhoods.
4. During the planning phases of all CIP programs, the department in charge of the project should consult with the WAC regarding the creation of sites for Public Art.
5. Public members may suggest potential Public Art sites to the WAC through the following procedure.
 - a. A community representative must be selected to complete all steps for the site recommendation
 - b. The Public Art Site Proposal form must be completed and submitted to the WAC.
 - c. If the Public is also proposing an artwork for the site, the representative must also complete the Public Artwork proposal procedures outlined above.
 - d. The WAC will deliberate on the site at the next meeting that occurs after the proposal is received. They will decide to either approve the site, reject the site, or table the decision until more information can be gathered.

Town Manager Review

The WAC makes final decisions on artwork locations, artists, and designs. These decisions may be reviewed by the Town Manager, who reserves the right to request additional information or justification on a decision or to veto a decision. These rights are exercised at the Town Manager's discretion.

Artist Selection Processes

When a site is designated for Public Art, it is the responsibility of the WAC to select the artist and approve the artwork. Selection of artists may happen in the following ways.

Open call for proposals

1. The WAC reserves the right to set all parameters for open calls for artists.
2. Open calls will vary among local, regional, and national searches, depending on the scale of the project. The WAC will strive to maintain a balance between local artists, and artists from outside of Colorado.
3. The procedure for open calls for submissions is as follows.
 - a. The WAC will provide a description of the project site and parameters for the desired artwork including medium and scale if known. The WAC will also provide a summary of the budget, timeline, and other duties and obligations of the artist.
 - b. The WAC will serve as the jury for open calls, however, may alternately select a jury to review submissions. In such cases, proposals shall be considered by the jury and a final choice or choices will be presented to the WAC for acceptance.
 - c. Each artist shall submit a maquette and site drawing (if appropriate), design, concept statement, budget, maintenance plan, resume and references.
 - d. The WAC may elect to select a group of finalists to provide more complete models and plans. In this instance artists will be paid a stipend.
 - e. The WAC will make all decisions and artworks based on the Selection Criteria outlined below.

Artist Invitational

1. For the purposes of saving time, reducing the number of submissions, or other reasons given at the WAC's discretion, an artist or group of artists may be invited to submit proposals for artwork to be installed at a given site.
 - a. The WAC will provide a description of the project site and parameters for the desired artwork including medium and scale if known. The WAC will also provide a summary of the budget, timeline, and other duties and obligations of the artist.
 - b. Each invited artist shall submit a maquette and site drawing, design concept statement, budget, and maintenance plan.
 - c. If more than one artist is invited to submit a proposal, the selection procedure will be the same as that of an open call.

Direct Purchase

1. The WAC may use its discretion to purchase an artwork that has already been created if the price presents an economic advantage and if the artwork is a good option for the designated site.
2. The WAC may approach an artist about a known work, or an artist or current owner may submit the work for consideration by the WAC.
3. The WAC will receive submissions of artwork for potential purchase to be considered on a case-by-case basis. Artists or current owners must submit a complete submission packet including the following:
 - a. A proposal sheet with the artist's name, title of the artwork, dimensions, medium, date produced, price, location, number of reproductions, restrictions on reproduction, and other information the artist deems pertinent.
 - b. A resume and references.
 - c. A maquette and/or images or the actual work for review.
 - d. A cover letter explaining why the work should be added to the Town's Public Art collection, referencing the guiding principles of the Public Art Master Plan when possible.
 - e. A conservation assessment describing the artwork's condition, along with a maintenance plan. (The plan should include an explanation of the expected life span of the work while placed in a public environment, specifying the type of environment in which the artwork may be placed. It should also discuss whether the artwork may be prone to vandalism and how the effects of any vandalism may be mitigated; it should be authored by the artist or a qualified conservator.)
 - f. Additional stakeholders may be invited to review submissions to provide insight and make recommendations based on their expertise.
 - g. Any current owner of an artwork who is not the artist must also submit full provenance for the work along with the artist's biography and contact info if possible.
 - h. The WAC may request additional information at any time.
 - i. Once a submission is received, the WAC will vote at the next meeting whether to reject the submission, accept it to purchase for a currently available site, or table the submission as a potential work for a future site. Decisions will be based on the Selection Criteria outlined below.

Public Art Inventory Management

The Town will create and maintain an up-to-date database with all existing artwork within the Town's Public Art collection. Recorded data for each artwork will include, but is not limited to:

1. Detailed description of artwork including medium, dimensions, etc.
2. Artwork information including title, date of creation/year of commission, date of acquisition, place of origin, location of artist signature on piece and signed name, and previous owners and/or collector (if applicable)
3. Installation date, location, tools used for install, and method, preferably with photographs of installation process
4. Artist name, contact information, copyright information, legal status, and any restrictions associated with the artwork
5. Dimensions of the artwork
6. Installation location
7. Installation details including materials used and source of materials, fabrication methods, techniques used
8. Documentary photographs of artwork construction, installation, condition, and progression of photos through time.
9. Information associated with the artwork commission including a copy of the final contract, commission amount, funding sources, contact information of additional organizations, departments, or persons involved with the commission
10. Artist statement, artist's description of the artwork, and artist's biography
11. Credit line

Artwork Decommissioning Procedures

The WAC may decide to remove an artwork for one or more of the following reasons:

1. The artwork endangers public safety
2. The artwork has been damaged beyond reasonable repair
3. The artwork requires excessive maintenance to the point where the Town cannot properly care for the artwork
4. The artwork has been determined to be in unsatisfactory condition
5. The condition or security of the artwork cannot be reasonably guaranteed where located
6. The artwork is attached to a structure that is slated for destruction, remodeling, or repair
 - a. Artworks in this case can also be relocated to a new site at the discretion of the WAC
7. The artwork is determined to be fraudulent, not authentic, or not in compliance with the Public Art AI Policy
8. The artwork was stolen from the location and cannot be retrieved
9. Any other significant reason articulated by the WAC or the Town Manager, at their discretion

Determination

1. The WAC reserves the right to remove any artwork at any time, subject to approval by the Town Manager.

2. The removed artwork must be documented and preserved in the Public Art Inventory in a removal file.

Physical Removal

The WAC may consider the following options for removal:

1. Sale or trade
2. Destruction (which shall be reserved for artwork that is deteriorated or damaged beyond reasonable repair)
3. Donation
4. Any other option deemed appropriate by the WAC and approved by the Town Manager

Public Art Maintenance

The Town of Windsor is committed to maintaining, ensuring the value of, and guaranteeing the safety of its Public-owned artwork for the enjoyment of the Windsor Public for years to come. The outlined maintenance guidelines will be applied to each artwork within the Public Art collection to ensure proper stewardship of the collection as a whole.

New Acquisitions

1. Artists or donors are required to provide artwork maintenance information at the time the work is acquired by the Town. Maintenance recommendations should include but are not limited to:
 - a. Materials and source of materials used to create the artwork
 - b. Fabrication methods
 - c. Names and contacts of any individuals, other than the artist, involved in the creation or fabrication of the artwork
 - d. Suggested method and frequency of required maintenance (artworks that require maintenance more frequently than twice per year will not be considered)
 - e. Installation specifications
 - f. Required assembly equipment and tools
 - g. Additional pertinent information

Inspections

1. All artworks will be inspected no fewer than two (2) times each year to determine if maintenance is required.

Conservation

1. Technical maintenance and conservation of artwork will only be performed by trained staff or by professional contractors.
2. A record of all conservation efforts will be maintained for each artwork and will include:
 - a. Type of conservation measures applied to the artwork, name and contact information of conservator, and date conservation took place.
 - b. A detailed photographic record of damaged area and repairs once complete.

Exhibit A: Definitions

As used in this Policy, the following terms shall have the meaning set forth below:

Acquisition: The addition of an artwork into the Town's Public Art collection whether by commission, purchase, donation or other means.

Conservation: Maintenance performed proactively to prevent deterioration of Public Artwork and artifacts.

Decommission: The act of removing artwork from the Town's Public Art collection through any method (i.e. Sale, return to the artist, donation, auction, demolition, loss). Decommissioning includes removing the artwork from its public site and transferring all associated records to a removal file in the Public Art Inventory.

Maquette: A small model or study of an artwork done to scale and in three dimensions.

Medium: The material or form used by an artist to create a work of art. This includes all materials as well as the means for attaching, connecting, or mounting different parts.

Mural: A hand-applied visual depiction or licensed reproduction of an original work of art including, but not limited to, mosaic, painting, or graphic art techniques that are applied, painted, implanted, or placed directly onto the exterior of any structure.

Original Artwork: A unique, one-of-a-kind creation produced through an artist's independent creative effort and made tangible using physical or digital tools. Reproductions, mass-produced works, derivative works, or AI-generated works are not considered original artworks.

Provenance: A record of ownership of a work of art. Full provenance can be traced back to the artist who created the piece. Provenance includes the names of buyers, when the work was purchased and from where/whom, and how much was paid by each buyer for the work.

Public Setting: Any space that is owned by the Town of Windsor and is free and open to the public. For outdoor areas, the space is accessible in accordance with guidelines set forth in the Americans with Disabilities Act (ADA). For indoor areas, a public setting is one that is open and free to the Public during regular business hours. This means that no special access is necessary to see the artwork and that it is ADA accessible.

Exhibit B: Public Art AI Policy

The Public Art AI Policy applies to completed artworks, design and planning images, proposals, and any other images that are submitted to the Windsor Arts Commission in relation to a call for artists, commissioned artwork, or any other public art project.

1. *Originality Requirement:* Any art proposed to, purchased by, or commissioned by the WAC must be the original ideation of the artist. AI tools may be used during the preliminary stages of creation, but the final artwork output must be entirely the artist's work.
2. *AI Tool Usage:* Artists may use AI tools to assist with brainstorming, generating ideas, or creating initial drafts. However, the final piece should be significantly transformed and developed

beyond what the AI produced. This transformation should reflect the artist's individual creativity, style, and effort.

3. *Disclosure*: If AI tools were used at any stage of the creation process, artists must disclose this information in the description of their artwork. Transparency about the use of AI helps maintain trust and integrity within our community.
4. *Prohibited Submissions*: Submitting artwork that is entirely generated by AI without significant human modification to a call for artists or any other artwork proposal is prohibited. Such submissions will be immediately denied, and the submitting artist may be barred from future opportunities.
5. *Respect for Copyrights*: Artists must ensure that any AI tools used do not infringe on existing copyrights or intellectual property rights. The use of AI-generated content that replicates or closely mimics existing works is not allowed.
6. *Review Process*: The WAC reserves the right to review and assess the originality of submitted artwork.



