

**Town of Kingston Heritage Commission  
Stained Glass Window Subcommittee  
July 27, 2021  
Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 6:30 PM. The meeting was held in person at the Kingston Community Library.

Members present:

Bob Bean	Debra Powers	Walter Roy (Museum Committee)
Ernie Landry	Eileen Clifford	Ralph Murphy (HDC)

Mr. Landry discussed the “Standards and Guidelines for the Preservation of Stained (and Leaded) Glass Windows” publication from the Stained Glass Association of America (SGAA). He indicated that the SGAA is a professional association. He has spoken with the staff at the SGAA who were interested in the project and who offered assistance in reviewing our Request for Proposals (RFP) prior to issuance as well as reviewing bids that we receive.

The group discussed the contents of the publication. In discussing a potential RFP the group agreed that it should generally follow the guidelines in Chapter 6. This would involve a bidder identifying the work he/she would perform (based on a detailed examination of the windows) rather than the subcommittee specifying specific tasks expected of the bidder. It was agreed that all bidders should provide a detailed examination report as part of their bid.

The group discussed whether the RFP should request that all the windows be completed at one time or whether it was feasible to do the project in several parts. The group felt that some flexibility might be helpful in that different studios have different capabilities.

In discussing fundraising the group believed it is necessary to have a reasonable target goal. It was agreed that Mr. Landry would seek a rough estimate of the cost of restoring the windows from a competent stained glass window studio. Tom Driscoll from Sash and Solder Window Restoration was suggested as a source. Mr. Bean said he would provide Mr. Landry with list of the individuals who contributed to the fundraising effort for the Kingston History Book. Various approaches to fundraising were discussed.

The group discussed the possibility of grants. Mr. Landry indicated that he had previously pursued the possibility of a grant through the NH Council on the Arts but found that the building must be universally accessible to be eligible for a grant through the council. Mr. Murphy will do some research regarding grants.

The group discussed whether the RFP should request that all the windows be completed at one time or whether it was feasible to do the project in several parts. The group felt this needed further review and discussion

The group discussed the pictures of the windows provided by Mr. Roy. Ms. Clifford showed the group enlargements of Mr. Roy's photos. The group also discussed the documentary research about the windows that has been done so far, and that still remains to be done. Ms. Clifford indicated that she had some research and will continue to do so. It was agreed that the photos and documentary research should be used to develop a brochure for use in the fundraising effort. Ms. Powers indicated that she would participate in this effort.

Mr. Landry indicated that he will coordinate the subcommittee's efforts with Mr. St. Hilaire since he is responsible for Building and Grounds.

Mr. Landry adjourned the meeting at 7:50 PM.

Respectfully submitted, Ernest Landry

Disclaimer: These subcommittee minutes are reviewed and approved (with or without amendments) at the next subcommittee meeting. The original minutes are posted as submitted; any amendments may be found in the minutes of the subsequent meeting in which the amendments were made.