

**Town of Kingston Heritage Commission
Stained Glass Window Subcommittee
January 20,2022
Kingston Community Library**

Call to Order: Chairman Ernie Landry called the meeting to order at 6:25 PM. The meeting was held in person at the Kingston Community Library.

Members present:

Debra Powers	Walter Roy (Museum Committee) (joined the meeting at 6:50 pm)	
Ernie Landry	Eileen Clifford	Ralph Murphy (HDC)

Approval of Minutes:

Minutes of December 16, 2021 – Motion to approve by Ms. Powers, seconded by Ms. Clifford. Motion passed unanimously.

Updates – Mr. Landry mentioned that Tom Driscoll from Sash and Solder Window Restoration will be coming to the Museum next week to remove stained glass window #10. A photo of the restored window will be used in a brochure promoting the fundraising effort and the window itself will be used to show potential donors the difference between a restored and unrestored window.

Request for Proposals – Mr. Landry discussed the process for issuing requests for proposals. Members indicated they had not had a chance, since the last meeting, to review the draft RFP. All agreed to review the RFP in the next week or so and provide individual feedback to Mr. Landry.

Fundraising – The group reviewed and provided editorial comments on the draft fundraising letter developed by Ms. Powers. They also decided that it would be appropriate to wait until we have clarity around the cost of the window restoration before sending letters to potential donors.

The group agreed that, where an entity(s) sponsors a window some sort of plaque should be affixed to the trim below the window indicating that sponsor's name, etc. Mr. Roy and Ms. Powers volunteered to research the plaque possibilities. The group also agreed that potential donors should be invited to come to the museum to view the windows if they're interested.

The group briefly discussed the issue of the potential that the fundraising effort will not produce sufficient funds to complete the project. This will be the subject of further discussion.

Grants – This topic has been discussed at previous meetings with a recognition of the difficulty of obtaining grants for this purpose. There was limited discussion of grants at this meeting. Mr. Murphy indicated that he will contact the Boston Public Library, which has many granite medallions representing devices of Renaissance era printers on the exterior of their building, to see if they might be interesting in supporting our effort with a donation.

Brochure – The group determined that a brochure detailing the project should be sent to potential donors along with the fundraising letter prepared by Ms. Powers. The brochure should be a single 8' X 10' sheet with introductory material on the front explaining the project and illustrations of the windows on the back side. It was agreed that it would be difficult to arrange all the material on a trifold brochure (which was the initial proposal). Ms. Powers and Mr. Roy volunteered to draft a brochure and Ms. Clifford volunteered to assist.

Next meeting – The next meeting will be on February 10, 2022 at the Kingston Community Library at 6:15 PM.

Adjournment – Mr. Landry adjourned the meeting at 8:00 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.