

**Town of Kingston Heritage Commission
Stained Glass Window Subcommittee
February 16, 2022
Kingston Community Library**

Call to Order: Chairman Ernie Landry called the meeting to order at 6:05PM. The meeting was held in person at the Kingston Community Library.

Members present:

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

Also present: Sophie Smith (Volunteer)

Committee members welcomed and introduced themselves to Ms. Smith who has volunteered to advise and assist the group regarding the fundraising effort. The committee greatly appreciates her willingness to support this effort.

Approval of Minutes:

Minutes of January 20, 2022 – Motion to approve by Ms. Powers, seconded by Mr. Roy. Motion passed unanimously.

Updates – Mr. Landry mentioned that Tom Driscoll from Sash and Solder Window Restoration offered to host the group to visit his studio. The group agreed to visit the studio on Tuesday, February 22nd at 10:00 AM. The group will meet and leave from Town Hall at 9:00 AM. The studio has begun work on the stained-glass window that was removed earlier so the group can see some of the work in progress.

Fundraising – The group reviewed and provided editorial comments on the revised 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. Ms. Powers will make appropriate changes to the letter based on the editorial comments provided.

Brochure – The group reviewed some preliminary draft layouts of a proposed brochure prepared by Mr. Roy and Ms. Powers. Ms. Clifford provided a sample of a folding brochure on 8" X 14" paper that she had received in the mail as an example format. The group agreed that this sized brochure, rather than the 8" X 11" previously agreed upon would allow for additional pertinent information (information about the various printers and printer's devices) to be included. This brochure could be used in a folded format to accompany the fundraising letter as well as in the form of a poster.

Ms. Smith volunteered to develop a couple of draft layouts of the brochure. To this end, Mr. Roy will provide her with individual TIF photos of the windows and Mr. Landry will provide an image of the draft brochure proposed by Ms. Powers. Ms. Powers will develop draft language for one side of the brochure.

Mr. Landry and Ms. Clifford will research additional information about the printers and printer's marks to be used in describing the windows.

Request for Proposals – The group discussed the draft Request for Proposals (RFP) provided by Mr. Landry. Mr. Landry will make changes to the RFP for the next meeting.

Grants – Mr. Murphy requested copies of the proposed brochures and photos of the windows so he can use them in approaching organizations for possible grants.

Next meeting – The next meeting will be on March 2, 2022 at the Kingston Community Library at 6:00 PM.

Adjournment – Mr. Landry adjourned the meeting at 8:15 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.