

**Town of Kingston Heritage Commission  
Stained Glass Window Subcommittee  
March 29, 2022  
Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 6:33 PM. The meeting was held in person at the Kingston Community Library.

**Members present:**

Walter Roy (Museum Committee)      Richard Wilson (BOS Ex Officio)  
Ernie Landry                      Eileen Clifford                      Bob Bean                      Ralph Murphy

Also present: Sophie Smith (Volunteer)

**Approval of Minutes of March 24, 2022:**

Motion to approve the minutes by Mr. Wilson and seconded by Mr. Bean. Motion passed unanimously.

**Brochure** – The group reviewed revised layouts presented by Ms. Smith. The group suggested a couple changes to the flyer regarding the donations and that extra money above the cost of the window would go to the Heritage Fund as well as a need to identify to whom the checks will be sent. The group will finalize those and any other changes at the next meeting and forward the information to Ms. Smith.

**Fundraising** – The group needs to decide on a cost to restore each sized window so this information can be put in the brochure and flyer. Mr. Roy presented the group with rough figures based on the size of the windows and the broad project estimates previously provided by Tom Driscoll. Mr. Roy will measure the full size of the windows, including sashes. We will try to refine the numbers based on further discussion. Ms. Clifford offered to do a cost estimate when we have the necessary information. Mr. Bean presented documents used in fundraising of the History Book as possible examples for use in this effort. Mr. Landry will review them and he and Mr. Bean will adapt them for use in this project. The group discussed the need to establish a method to receive donations and set up tracking mechanisms. The group discussed the phased process for fundraising. Mr. Wilson and Mr. Landry will meet to develop a list of possible major donors.

**Request for Proposals (RFP)** – The group decided that there should be one day and time for all the potential bidders to come in to inspect the windows so they can prepare a comprehensive proposal. This will allow all bidders to hear any questions asked and the answers. Mr. Landry and Mr. Roy will decide the date. After discussion, and the need for one change regarding the project timeframe, the group believes the RFP is ready to be issued. Mr. Wilson will research whether the Board of Selectmen have already OK'd the release or whether there needs to be

further discussion with them. The RFP will be sent out to approximately 5 to 7 studios that have been identified as having worked on large projects.

**Grants** – The group will continue to look for possible grants.

**Next meeting** – The next meeting will be on April 13, 2022 at the Kingston Community Library at 6:30 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.