

**Town of Kingston Heritage Commission
Stained Glass Window Subcommittee
April 13, 2022
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:

Walter Roy (Museum Committee) Richard Wilson (BOS Ex Officio)
Ernie Landry Eileen Clifford (arrived 6:35 PM) Bob Bean
Ralph Murphy

Approval of Minutes of March 29, 2022:

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

Brochure – The group reviewed revised layouts presented by Ms. Smith. Since one window has been restored, there needs to be a number of changes to the brochure and flyer. Mr. Landry and Mr. Bean will work drafting those changes and forward them on to Ms. Smith. Mr. Landry and Ms. Clifford are still researching additional information about the printers.

Fundraising – As with the brochure, the committee reviewed the fundraising letter as revised by Ms. Powers and noted some minor editorial changes as well as the need to reflect that only 10 windows need to be repaired. The group still needs to decide on the figures for the overall cost of the project to be reflected in the brochure and fundraising letter. This determination will be made when the group receives the bids from the vendors. The group discussed the need for someone to take the lead on fundraising. Mr. Wilson and Mr. Landry will work on this, first contacting possible sponsors. Ms. Clifford volunteered to assist tracking receipts.

Request for Proposals (RFP) – Mr. Landry made some minor revisions to the RFP based on comments from last meeting. He sent the proposed RFP to Richard St. Hilaire for review and approval. Lisa Perrault from the Highway Department will send out the RFP to a list of vendors provided by Mr. Landry. Responses will go to the Selectmen's office and are due several weeks after the RFP is issued.

Other/new Business – There was no new business to be conducted.

Next meeting – No date was established for the next meeting

Adjournment – Mr. Landry adjourned the meeting at 7:40 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.