

**Town of Kingston Heritage Commission  
Stained Glass Window Subcommittee  
December 16, 2021  
Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 6:35 PM. 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)

**Approval of Minutes:**

Minutes of July 27, 2021 – Motion to approve by Ms. Powers, seconded by Ms. Clifford. Motion passed unanimously.

Minutes of October 7, 2021 – Motion to approve by Ms. Powers, seconded by Ms. Clifford. Motion passed unanimously.

**Updates** – Mr. Landry indicated that a purchase order was approved for Sash and Solder Window Restoration of Portsmouth, NH (Tom Driscoll, owner) to restore one of the windows (SGW-10) using building maintenance funds. Mr. Driscoll will coordinate with Mr. Roy on removal of the window sometime after the first of the new year.

**Request for proposals** - Mr. Landry handed out a draft of a Request for Proposals (RFP) which he drafted based on information provided in the “Standards and Guidelines for the Preservation of Stained (and Leaded) Glass Windows” publication. Mr. Landry asked members to review the RFP and provide feedback at the next meeting.

**Fundraising** - Mr. Landry indicated that it has been estimated that the cost to repair 11 windows could range between approximately \$28,000 to \$40,000. Since one window will be repaired (mentioned above) the range of numbers could be approximately \$2500 less.

The group discussed the notion of having an iterative approach to soliciting donations. The first step might be to direct efforts to those individuals/families/businesses who might be interested in sponsoring and funding the cost of restoration of a full window. The next step might be to solicit donations from entities interested in sponsoring the partial funding of a window. The next step of activity might be to solicit general donations at any level.

The group discussed the idea of developing a multi-purpose letter to be used in the fundraising process and which could be adapted depending on the target audience. Ms. Powers

volunteered to draft the letter. Ms. Clifford volunteered to seek information on fundraising from an individual who has done major fundraising for a church.

Mr. Landry provided the group with examples of lists of possible donors and asked all members to think about identifying possible donor groups or individuals by the next meeting.

The group also discussed the use of other sources of publicity including information in the Carriage Towne News, use of Facebook to reach former residents who might be interested and use of a brochure to be sent with solicitations.

Some of the activities around fundraising might be contingent on completion of the individual window restoration mentioned above. Mr. Landry will speak with Mr. Driscoll about an estimated completion time.

The group agreed that recognition of the donors was important. This could range from a bronze plaque attached to the window (in the case of a single full donor) to a bronze plaque located in the building identifying all donors.

**Brochure** - The group agreed that a brochure is necessary for both publicity and fundraising. Several possible designs were discussed. Photos of some or all of the windows should be included in the brochure so potential donors could possible direct their efforts to a particular window. The window to be restored using building maintenance funds should also be in the brochure and/or used in some form of publicity to show the ultimate beauty of the finished product. Mr. Roy volunteered to explore some possibilities for a brochure design.

**Grants** - The group discussed the difficulty in finding grants for the project. Mr. Murphy volunteered to look for possible grants.

**Next meeting** – The next meeting will be on January 20, 2021 at the Kingston Community Library at 6:00 PM.

**Adjournment** – Mr. Landry adjourned the meeting at 7:58 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.