

**Town of Kingston Heritage Commission  
Stained Glass Window Subcommittee  
March 2, 2022  
Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 6:03PM. The meeting was held in person at the Kingston Community Library.

**Members present:**

Debra Powers	Walter Roy (Museum Committee)	Richard Wilson (BOS Ex Officio)
Ernie Landry	Eileen Clifford (arrived 6:40 PM)	Ralph Murphy (HDC)

Also present: Sophie Smith (Volunteer)

Absent: Bob Bean

**Approval of Minutes:**

Mr. Landry gave a brief recap of the Sub-committee's visit to the Sash and Solder stained glass studio.

**Brochure** – The group reviewed draft layouts presented by Ms. Smith and selected a preferred layout. The brochure will be in an 8" X 14" layout as previously proposed and will be sent to individuals in a larger envelope. Based on the discussion, Ms. Smith will revise the draft brochure and incorporate additional information describing the various printer's devices. Ms. Clifford will send Ms. Smith a photo layout of the stained-glass windows she previously received from Mr. Roy. (Ms. Smith departed after this discussion).

**Fundraising** – Ms. Powers is finalizing edits to the fundraising letter and will present the final product at next meeting. The group reinforced the previous determination that the effort will be an iterative process, first targeting possible major donors willing to sponsor a full window (including businesses) and then solicit donations from the general public. The group discussed the notion that, if we are unable to raise enough funds to complete the project, it might be necessary to ask for funding at town meeting.

**Request for Proposals** – The group discussed the draft Request for Proposals (RFP) provided by Mr. Landry which will require additional change based on the discussion. Because the estimated cost of the project exceeds \$25,000 competitive bidding is required. Mr. Landry has a list of potential studios to whom the RFP can be sent. There was a discussion regarding whether an RFP was necessary, in as much as a fundraising effort would not involve town funding. It was concluded that some town funding might be required if the fundraising effort was unable to raise the total amount required so using an RFP is the best approach.

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

**Next meeting** – The next meeting will be on March 24, 2022 at the Kingston Community Library at 6:00 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.