**Town of Kingston Heritage Commission**

**Stained Glass Window Subcommittee**

**August 30, 2022**

**Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 6:38 PM. The meeting was held in person at the Kingston Community Library.

**Members present**:

Walt Roy (Museum Committee) Richard Wilson (BOS Ex Officio)

Ernie Landry Eileen Clifford Bob Bean

**Members absent:**

Ralph Murphy

**Approval of Minutes of April 13, 2022**:

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

**Brochure** – Mr. Bean and Mr. Landry updated the draft brochure and flyer based on new information discussed at the last meeting. Ms. Smith made the changes to the documents. Additional changes were necessary based on new information and Mr. Landry sent those changes to Ms. Smith.

**Fundraising** – Mr. Landry mentioned he has three firm commitments for sponsorship and a few more potential. Mr. Wilson indicated that he has a firm commitment and several potential sponsors. They will start collecting the donations which will be deposited to the Heritage Fund as a placeholder. Ms. Clifford offered to track the donations. It was agreed that we will continue to seek sponsorships and begin general fundraising when it appears that there are no more sponsors available.

**Status of Contract Activity –** Sash and Solder window restoration is still working with their lawyer to draft up a proposed contract. We will coordinate the draft with Mr. Coombs (DPW Director) for his review and approval prior to forwarding to the Board of Selectmen or Town Counsel. The contract will require an initial deposit of 25% of the contract price, two progress payments of 25% and a final 25% payment upon project completion and acceptance. PRIMEX (the town’s insurer) recommended that the studio be required to have “care, custody and control” insurance as part of the project. This will require determination of a replacement cost for the windows. Mr. Landry will explore the best way to get the cost determination.

**Other issues** –

Window removal - Will need to schedule removal of the windows with the Museum. Mr. Roy indicated that anytime would work but that it would be best if it didn’t occur on a Wednesday.

Insurance - In a discussion with PRIMEX, Mr. Landry was informed that the windows are currently only insured for $1000 each. This is well below their actual replacement value. PRIMEX suggested that the Town might consider insuring the windows for their true “fine art” value. The value determination might be accomplished in conjunction with the determination for the “care, custody and control” insurance. Mr. Landry will discuss this with Mr. Coombs.

Plaques – There was discussion of how to recognize donors for their contribution. The group has generally discussed the notion of having plaques placed below the windows. As the group discussed the possibility that we will need many more donors if we are unable to complete the project with only sponsorships, it was determined that we should consider additional options for recognition (e.g. a master plaque located appropriately in the museum, a combination of individual plaques and master plaque, etc.). This issue will be revisited once we know how the donations play out.

Voting Day Display – We will have a display at voting day to seek sponsorships. It will be the same display used at Kingston Days. Mr. Roy, Mr. Bean and Mr. Landry will each spend some time staffing the booth.

**Next meeting** – Next meeting is September 20, 2022 at 6:30 at the Kingston Community Library

**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.