

**Town of Kingston Heritage Commission  
Stained Glass Window Subcommittee  
May 17, 2023  
Kingston Community Library**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 5:35 PM. The meeting was held in person at the Kingston Community Library.

**Members present:**

Walt Roy (Museum Committee)      Glenn Coppelman, BOS  
Ernie Landry                      Eileen Clifford              Bob Bean

**Approval of Minutes of April 12, 2023:**

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

**Update on window reinstallation** - The windows were reinstalled on May 9<sup>th</sup> with no difficulties. We received the invoice and it was forwarded for payment.

Mr. Roy joined the meeting at this time.

**Fundraising** – To date, all the windows are sponsored. We have received approximately a dozen donations. We will stop accepting donations on May 13<sup>th</sup> so we can be assured that all donors names will be on the plaque at the Library. To date we have secured \$40,940 in sponsorships and donations. This is slightly short of the total project cost. Mr. Landry will discuss the possibility of the remaining funding to come from the building maintenance fund with DPW Director Coombs.

**Sponsor/Donor Recognition** –

Mr. Landry handed out a final list of sponsors and donors. As mentioned in the past, sponsorships will be recognized with a plaque below the window as well as a framed Letter of Appreciation for their home/office. Mr. Roy has completed some of the framed certificates of appreciation and will complete the remainder now that he has the final list of sponsors. Sponsors and donors will be recognized on a group plaque located in the Library and will be mentioned in the annual Town Report.

The sub-committee solicited proposals to prepare the plaques from four vendors and received two responses. After reviewing the proposals, the group selected Lost Treasures Laser, of Raymond, NH., which was the low bidder. Motion by Mr. Coppelman to award the contract to Lost Treasures and to allow a cost not to exceed \$250. Seconded by Mr. Roy. Motion passed unanimously.

The group agreed that the plaques should be no more than 2.5" high and should approximate 8" in length with Times New Roman font if possible. Because of the varying length of each inscription, varying font sizes may be necessary to fit within the recommended length. The group discussed the fact that the large plaque may need to be mounted on some thicker material to provide adequate support. Ms. Clifford will be the point of contact for Lost Treasures.

**June 10, 2023 Anniversary Celebration** -The Museum Committee is planning to have a 125<sup>th</sup> Anniversary Celebration for the Museum on June 10<sup>th</sup> at which time we will recognize the sponsors and donors. Mr. Landry will coordinate planning of the stained glass window recognition with the museum.

**Next meeting** – Next meeting date to be determined.

**Adjournment** – Mr. Landry adjourned the meeting at 7:00 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.