

GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE

MINUTES: MAY 19, 2021
LOCATION: via Zoom – 3:30 p.m.
Host: Sandwich Community TV

**TOWN CLERK
TOWN OF SANDWICH**

JUN 21 2021

**11H 00M 4M
RECEIVED & RECORDED**

Present: Katie Campbell, Charleen Johnson, Paula Johnson, Jeanne Prendergast,
Anne Scott-Putney, Rob Vinciguerra, Ralph Vitacco
Absent: Joanne Lamothe, Lee Repetto, Diane Scharf

Call to Order: Chair Jeanne Prendergast called the meeting to order at 3:35 pm.

Approval of Minutes of April 21, 2021: Charleen noted a correction to the Financial Report for the Friends of account and also clarification regarding initial payment to Michael Magyar coming from “the Friends of” account rather than as written “Glass Town funds.” Katie Campbell moved to accept the corrected Minutes of April 21, 2021; seconded by Paula Johnson. In favor: Charleen Johnson, Jeanne Prendergast, Anne Scott-Putney, Rob Vinciguerra, Ralph Vitacco, Katie Campbell, Paula Johnson. Motion passed; minutes approved.

Financials:	Funds held by Town:		
	General funds	\$	95
	MCC Incentive Grant funds	\$	<u>10,000</u>
	Total held by Town		\$10,095.00
	Friends Account:		
	Balance as of 4/21/21	\$	7,448.71
	Income:		
	Bank interest		<u>.13</u>
	Expenses:		
	None		
	Current balance, Friends acct.	\$	<u>7,448.84</u>
	Total, Combined Accounts		\$17,543.84

Public Art Project Update:

- Jeanne has spoken to Leanne Drake of the Planning Department and Leanne has assured her that the project is on track.
- The contract with Michael Magyar has been written and will be signed by the Selectmen tomorrow night, Thursday, May 20th. The contract has been signed off by all others involved: Accounting, Michael Magyar, Engineering, Planning Department and Recreation.
- Michael will be working with Engineering to avoid underground pipes, etc.



- Michael will purchase and invoice the Friends of account for supplies and materials he'll need for the project, to a total of \$2500, so that the Friends of can obtain the grant being offered by the Sandwich Cultural Council, thus clearing that matter early in the process. Both Michael and the Planning Department have agreed to this procedure.
- Jeanne suggested that the Steering Committee meet with the Selectmen at one of their meetings in September to bring them up to date on progress and thank them for their role in making the project a success.
- Promotion/unveiling of the public art project:

Tentative date: Thursday, September 23 at 5 p.m.

Suggested program: 5:00-5:30 p.m. program in the area of the Grist Mill to thank those involved and "meet the artist," including a musical number(s) by others, perhaps a children's group, unveiling of the sculpture, followed by a reception at Dunbar's. Jeanne will check with Dunbar's to see if they would be available. Decision will be made and voted on at June meeting.

Katie will check with Joanne Lamothe to see if the Library would be interested in piggybacking their opening with our unveiling.

Invitees: Paula Johnson suggested we send emails to Jeanne, listing those we think should be invited. All agreed to do so.

Signage: Ralph will look into what type of signage would be allowed and appropriate. Paula will look into the Grist Mill and Hoxie House signage. Jeanne felt strongly that the sign should be clear that the sculpture is "from the town, to the town's people." She will draft up a suggested sign for discussion and vote at the June meeting.

Promotion: Make a video of the sculpture as it's being made by Michael and his explaining the significance behind the project i.e. the glass, etc.

Press Release when appropriate.

Katie Campbell suggested, as a means of raising funds, we consider securing a table at the SandwichFest (October 2) and selling miniature souvenirs of the obelisk, made by Michael if he has time to do it. She will discuss with Michael. Rob suggested we could also sell t-shirts with the new banner design. It was suggested we could also sell them online through Sandwich TV.

Other Business:

- Annual Meeting: Will be held Wednesday, June 16 at 3:30 p.m. – in person.

After discussion, it was decided the preferred location for the meeting would be Town Hall, if it is available, so that the proposed site for the sculpture can be visited as part of the meeting. Ralph will check on Town Hall availability. If it is not available, Anne Scott-Putney has volunteered use of a meeting room at Heritage Museums & Gardens.

Ralph said that it would be appropriate to list the Site Visit as an item on the agenda.

Jeanne suggested that we invite Bernice and Michael to the meeting. All agreed.

Ralph indicated that, since the State Emergency will be lifted on June 15, the Town may not approve Town Committee meetings being held virtually thereafter.

- Re-appointments – Jeanne will notify Melissa at the Town Hall that all present Glass Town Cultural District Steering Committee members should be re-appointed to their positions for another year.
- Banners – Katie is working with the designer to see if the obelisk can be included in the design of the new banners. They are also experimenting with different colors. Their combined recommendations will be presented to the Steering Committee at the June annual meeting for a vote to go ahead with production.
- Visitors Services Board – Jeanne and Rob Vinciguerra will meet with the VSB in June to discuss re-applying for a \$2000/\$2500 grant for promotion purposes relating to the public art project.

Adjournment:

At 4:45 p.m., Katie Campbell made a motion that the meeting be adjourned. Seconded by Rob Vinciguerra. All were in favor (Charleen Johnson, Paula Johnson, Jeanne Prendergast, Ralph Vitacco, Katie Campbell, Rob Vinciguerra). None opposed. Anne Scott-Putney had left the meeting earlier for another commitment.

Respectfully submitted,

Charleen L. Johnson

Charleen L. Johnson
Secretary