

**GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE
MINUTES OF JANUARY 15, 2020**

Location: Sandwich Public Library – 3:30 pm

Present: Katie Campbell, Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Ralph Vitacco, Joanne Westerhouse

Absent: Anne Scott Putney, Lee Repetto, Rob Vinciguerra

Guest: Heather Harper, Asst. Town Manager

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

Approval of Minutes of November 20, 2019: Moved by Katie Campbell and seconded by Ralph Vitacco, the minutes were approved.

Financial:	General funds held by town	\$95	
	MCC Incentive Grant funds on hand:	\$5,000	
	Friends Account: Beginning Balance:	\$5,838.98	
	Expense:	\$ -0-	
	Income:	\$300	Ticket sales for Cemetery Tour (EventBrite)
		\$1,000	Chamber Holly Days Trolley
		\$530	SAA Giants Trolley Tour
		0.20	Bank Interest
	Total Income	\$1,830.20	
	TOTAL Friends Account Balance:	\$7,669.18	
	TOTAL FUNDS:	\$13,508.16	

- Joanne Lamothe reported that the contract from Mass Cultural for the Cultural District Incentive Grant was received by the Town.

Public Art Project:

Heather Harper, Asst. Town Manager, reported on her research on procurement procedure for the public art project. She reported that the project should be framed as follows:

- The project will fall under the Friends of the Glass Town Cultural District.
- Correspondence should be sent to the Board of Selectmen asking for permission to issue an RFP from the Friends as a non-profit for the public art project.
- Request should be made for the town to issue a license to the Friends of GTCD for the public art project at the preferred location at the Grist Mill. The license agreement will include the exact location, installation methods and materials approved by the town, decommissioning and removal processes and any other items that may arise.
- Accompanying this correspondence should be letters of support from the Historical Commission and Guy Boucher, Recreation Director
- A request should be made to be put on the Selectmen's agenda for February.

Jeanne Prendergast will draft the correspondence and agenda request and will contact the Historical Commission. Ralph Vitacco will speak to Guy Boucher regarding his letter of support.

Report on Visitor Services Board Meeting: Jeanne Prendergast reported on the presentation and funding request made to the Visitor Services Board meeting held on January 14, 2020. No decision was made at the meeting.

The meeting was adjourned at 4:20 pm.

Respectfully submitted,

Joanne Lamothe

TOWN CLERK
TOWN OF SANDWICH
MAR 04 2020
3 H 50 M P M
RECEIVED & RECORDED

