

TOWN CLERK  
TOWN OF SANDWICH  
NOV 24 2020  
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GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE  
MINUTES OF February 19, 2020  
Location: Sandwich Public Library – 3:30 pm

**Present:** Charleen Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Lee Repetto  
Joanne Westerhouse

**Absent:** Katie Campbell, Paula Johnson, Rob Vinciguerra, Ralph Vitacco

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

**Approval of Minutes of January 15, 202:** Moved by Anne Scott Putney and seconded by Charleen Johnson, the minutes as corrected were approved

<b>Financial:</b>	General funds held by town	\$95
	MCC Incentive Grant funds on hand:	\$10,000
	Friends Account: Beginning Balance:	\$7,669.18
	Expense:	\$ -0-
	Income:	
		.33 Bank Interest
	Total Income	\$ .33
	TOTAL Friends Account Balance:	\$7,669.51
	TOTAL FUNDS:	\$17,764.51

- Joanne Lamothe reported that the \$5,000 from the second MCC Incentive Grant was received by the town and is reflected in the financial report
- Charleen Johnson reported that there are three checks, each in the amount of \$25 still uncashed made payable to Jonathan Finn, Paul Houlihan and Tobin Wirt from the Haunted Cemetery Tour. Jeanne will contact each of them.
- Jeanne Prendergast reported that the Visitors' Services Board has awarded us a \$2,000 grant. The funds will have to be expended and then reimbursed to us.

**Public Art Project:**

- Heather Harper has been working on finalizing the draft of the RFP for our review.
- Jeanne is also requesting that the list of individuals/groups to be advised when the RFP be completed. Anne and Katie had been working on the list.
- Discussion about final determination of the fee for the project considering the additional funding received from the VSB and the receipt of the MCC grant. **MOTION:** Authorize artist's fee of \$15,000 in light of current financial situation. Moved by Ann Scott Putney and seconded by Joanne Westerhouse, the motion passed unanimously.
- Jeanne would like the Steering Committee to discuss and determine the fee for the project considering the additional funding received from the VSB and the receipt of the MCC grant. In addition, a site visit should be included in the RFP.
- Anne noted that she met the MCC Program Manager for the Cape District, Ricardo Guillaume at another meeting.

The meeting was adjourned at 4:25 pm.

Respectfully submitted,  
Joanne Lamothe

**GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE**  
**MINUTES of September 16, 2020**

**Location: Via Zoom – 3:30 pm**

**Present:** Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Rob Vinciguerra

**Absent:** Katie Campbell, Lee Repetto, Ralph Vitacco

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

**Approval of Minutes of February 19, 2020:** Moved by Charleen Johnson and seconded by Paula Johnson, the minutes as corrected were approved as follows:

**Aye:** Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Rob Vinciguerra. **Opposed:** None. **Abstentions:** None. **MOTION PASSED.**

<b>Financial:</b>	General funds held by town	\$95
	MCC Incentive Grant funds on hand:	\$10,000
	Friends Account: Beginning Balance:	\$ 7,669.51
	Expense:	\$ -0-
	Income:	\$ 75.00
	(3 returned honorariums from Haunted Cemetery Performers)	
		\$ 2.25 Bank Interest
	Total Income	\$ 77.25
	TOTAL Friends Account Balance:	\$ 7,746.77
	TOTAL FUNDS:	\$17,841.77

- Jeanne Prendergast reported that the Visitors' Services Board award of \$2,000 was withdrawn as it was not expended in FY20 due to the delay of the public art project due to COVID shutdown. We will apply again once the timeline for the public art project is determined and Jeanne and Rob will make the presentation to the Visitor Services. Board.

**Public Art Project:**

- Heather Harper submitted a draft of the RFP and the licensing agreement for the Steering Committee's review.
- Leeanne Drake of the Planning Dept. will act as a point of contact from procurement through installation
- Following review and discussion, there are a number of points in the RFP that require clarification including site visit, review panel makeup, maintenance responsibility including issues of grounds maintenance and/or artwork maintenance.
- Further discussion included refining the project timeline. Anne suggests 10 weeks time for artists to submit their proposal. It was determined that there would be no formal site visit scheduled and that interested parties could view the site on their own. There will be a period of Requests for Information (date TBD). Rob Vinciguerra will be the point of contact for artists queries.
- **MOTION:** Anne Scott Putney moved that Chair Jeanne Prendergast be authorized to work with the Town on finalizing the RFP and to send the RFP out on behalf of the committee. Seconded by Rob Vinciguerra.  
**Aye:** Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Rob Vinciguerra. **Opposed:** None. **Abstentions:** None. **MOTION PASSED.**

**New Member for Steering Committee:**

Upon Joanne Westerhouse's resignation, a new member needs to be appointed to the Committee. Charleen Johnson recommended that the new member be from the Sandwich Arts Alliance. Jeanne will reach out to SAA President Diane Scharf for a potential nominee.

**Re-Organization/Election of New Officers:** Discussion tabled.

**Other Business:**

- Joanne Lamothe noted that she may need backup assistance on minutes for meetings due to the library renovation project. Charleen Johnson will provide backup as needed.
- Joanne also reported that the annual report of the District was sent to Mass Cultural Council in June
- Charleen Johnson reported that completed the Friends tax return and will do the annual report to the Secretary of State.
- Rob Vinciguerra received the Sandwich Chamber membership renewal.  
MOTION: Moved by Charleen Johnson and seconded by Rob Vinciguerra to renew our membership in the amount of \$175, payable from the Friends Account.  
**Aye:** Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Rob Vinciguerra. **Opposed:** None. **Abstentions:** None. **MOTION PASSED.**

MOTION: Moved by Charleen Johnson, seconded by Paula Johnson to adjourn the meeting at 5:07 pm.

**Aye:** Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott Putney, Rob Vinciguerra. **Opposed:** None. **Abstentions:** None. **MOTION PASSED.**

Respectfully submitted,

Joanne Lamothe