

**GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE**

**MINUTES: October 21, 2020**

**LOCATION: via Zoom – 3:30 pm**

TOWN CLERK  
TOWN OF SANDWICH  
NOV 24 2020  
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RECEIVED & RECORDED

**Present:** Katie Campbell, Charleen Johnson, Paula Johnson, Joanne Lamothe (intro/end),  
Jeanne Prendergast, Anne Scott-Putney, Rob Vinciguerra, Ralph Vitacco  
**Absent:** Lee Repetto

**Call to Order:** Chair Jeanne Prendergast called the meeting to order at 3:32 pm.

**Approval of Minutes of September 16, 2020:**

Corrections: spelling: Leanne Drake; typo Friends of, Bank Interest \$2.26 not \$2.25; Total  
Income \$77.26 not \$77.25

Approval of Minutes, with corrections, motion moved by Charleen Johnson and seconded by  
Rob Vinciguerra. In favor: Katie Campbell, Paula Johnson, Jeanne Prendergast, Ralph Vitacco.  
Opposed: None. Abstentions: None. Motion Passed.

<b>Financials:</b>	General funds held by Town:	\$ 95
	MCC Incentive Grant funds on hand:	\$ 10,000
	Friends Account 9/16/20	\$ 7,746.77
	Income:	
	Bank Interest	\$ .31
	Expenses:	
	Chamber Membership	\$175
	Current Balance, Friends Account	\$ 7,572.08
	Total Funds	\$17,667.08

**Public Art Project:**

Friends response to Town's RFP for Art Installation – The Town posted the RFP in the Enterprise on Friday, October 23. Responses are due by October 28. Jeanne Prendergast reviewed a draft of the Friends' response which had been sent to Committee members beforehand to review. Discussion centered around the project timeline, which was declared true. She will finalize the document (removing Joanne Lamothe and Ralph Vitacco from the Project Team listing as they are part of the Town's selection process), attach the Certification to Payment of Taxes document which Charleen will provide, with a copy of the draft of Call to Artists document provided by Katie Campbell, and hand carry the document to Town Hall on Tuesday, October 27.

Timeline/roll-out discussion –

October 28 – deadline for submission of Proposal to Facilitate Artist Selection to Town

Approximately two weeks later – Selectmen will send out Notice of Selection

If selected, we send out Call to Artists, even if this is during the holiday season.

Artists will have ten weeks to respond. Artists will submit applications digitally.

Questions from artists will be directed to Rob Vinciguerra.

Three-four weeks later - Design Review Panel will have met and submitted their choice (choices) to Glass Town Cultural District Steering Committee for final selection.

Selected artist submits flushed out/final application to GTCD.

GTCD makes selection known to Selectmen.

Upon approval, the Selectmen will enter into a License Agreement with Friends of GTCD.

Call to Artists document - Katie Campbell will make revisions to the Call to Artists document and send copies to the GTCD members for their review. Suggested changes should be emailed to Jeanne Prendergast. A final copy will be submitted to the members for VOTING at the November meeting. In the meantime, a draft of the document will be submitted October 27 with our Proposal to Facilitate Artist Selection document to the Town.

Katie Campbell asked the question: to whom are we going to send the Call to Artists document? Response from Committee members: all local artists we know of, Cape Cod, southeastern MA, regional; art schools, and a list that Anne Scott-Putney has. Any suggestions should be sent to Anne who will maintain the mailing list. Anne will bring the master list to the November meeting. Anne volunteered to send out the Call to Artists document.

Selection Review Panel – Jeanne Prendergast will draft a letter to the Selection Review Panel for review by the Steering Committee.

Publicity for this project -

Print media – Charleen Johnson; Jeanne Prendergast will connect with Tao Woolfe at the Enterprise.

Sandwich Community TV – Paula Johnson and Rob Vinciguerra, including Melinda Gallant

Social media – Jeanne Prendergast

**Next item on the agenda: Haunted Cemetery Tour (virtual).** Paula Johnson and Rob Vinciguerra are working on the script and with the “ghosts.” A donation button on the site was suggested so that viewers can make a donation to the public art project. The donations should be made to “Friends of” and sent to the Library address.

Honorariums were voted as follows:

Karen Ellery Jones - \$25  
Robert E. King - \$25  
Tobin Wirt - \$25  
Paul Houlihan - \$25  
Ralph Vitacco - \$25  
Jonathan Finn - \$25  
Melinda Gallant - \$25  
Jeanne Prendergast - \$25  
Jimmy Ellis - \$75  
Carol McManus - \$75

for a total of \$350 in honorariums. Motion made by Jeanne Prendergast, Seconded by Katie Campbell, Voted as follows: In favor: Katie Campbell, Charleen Johnson, Paula Johnson, Jeanne Prendergast, Anne Scott-Putney, Rob Vinciguerra, Ralph Vitacco. Opposed: none. Abstained: Joanne Lamothe.

Jeanne Prendergast requested that her stipend be donated back to the Friends of; she is donating her time and talent.

Charleen Johnson will print up the individual checks and deliver them to Paula Johnson.

**Other Business** - Jeanne Prendergast reported that the Visitors Services Board's award of \$2,000 has been withdrawn as it was not expended in FY20 and that we will need to re-apply once the timeline for the public art project is determined.

Jeanne Prendergast asked Charleen Johnson to submit a grant request in support of the public art project to the Sandwich Cultural Council. The deadline is November 15.

Diane Scharf has indicated an interest in filling the vacant spot on the Steering Committee of the Glass Town Cultural District. She will submit her Letter of Interest to Jeanne Prendergast who will then submit it to the Selectmen for approval.

**Next Meeting** – Wednesday, November 18, via Zoom (Ralph Vitacco, host), 3:30 pm. Agenda items to include: Call to Artists final document to be voted on, publicity, artists mail list. Joanne Lamothe will file the Agenda with the Town Clerk.

**The meeting was adjourned at 5:00 pm.** All in favor: Katie Campbell, Charleen Johnson, Paula Johnson, Joanne Lamothe, Jeanne Prendergast, Anne Scott-Putney, Rob Vinciguerra, Ralph Vitacco. Opposed: none.

Respectfully Submitted,

Charleen L. Johnson, Asst. Secy.