

Townsend Historical Society

Meeting Minutes

July 31, 2023

6:30 pm

I. Call to Order: The meeting was called to order at 6:36. Present were Dana Blanchard, Jerri Bozicas, Bill Rideout, Sharon Lacasse, Clare Kauppi, Lee McTighe, Mary Jane Churchville, Jock Snaith, Kathleen Spofford and Site Administrator Madison Lessard.

II. Minutes: June 28, 2023 Jerri Bozicas made a motion to accept minutes as amended. Mary Jane Churchville seconded the motion. The motion passed unanimously.

July 2, 2023 Mary Jane Churchville made a motion to accept the minutes as amended. Sharon Lacasse seconded the motion. The motion passed unanimously.

IV. New Business:

- A. **Accept resignation of Jan Johnson.** The resignation letter was read, Jan would like to continue to help as needed. Jan resigned as of July 24, 2023. Lee McTighe made a motion to accept the resignation. Mary Jane seconded the motion. The motion passed unanimously.
- B. **Accept selection of new directors, Bill Rideout and Jock Snaith.** Mary Jane Churchville made a motion to appoint Bill Rideout and Jock Snaith to the Board of Directions. Jerri Bozicas seconded the motion. The motion passed unanimously. A big welcome to Bill and Jock!
- C. **Economic & tourism regional meeting 7/26/23.** The meeting was held in Pepperell, MA. Jock Snaith was present at the meeting and presented the results of the meeting. Townsend, Pepperell, and Groton attended as well as State Representative Margaret Scarsdale. Ongoing discussion is to put a link on our website for Groton destinations. One of the goals is to share calendars so that events do not overlap. There was also a discussion about sharing a Grant Writing position for Townsend and Pepperell. Bill talked about the Build Back Better Program and Harbor Village would qualify for the grants. Infrastructure Grant could be applied for pertaining to the Grist Mill. Next meeting to be held in September.
- D. **Establish Buildings & Ground committee.** This committee would be in charge of repairs to the buildings. Eino Kauppi will volunteer to serve on the Committee. Mary Jane Churchville made a motion to have Jock Snaith the Chair of the Committee. Sharon Lacasse seconded the motion. The motion passed unanimously.
- E. **New Business from the Floor.** Siding of the Cooperage was brought up. Jock Snaith spoke with contractor explaining the situation with Gary Shepherd also working on the Building. Contractor agreed to allow Gary Shepherd to go forward with the replacement of the siding and agreed to bow out of the contract. It was noted that the Contractor was paid a deposit. We will need to get it returned as it was part of a grant and the money will be transferred to the "Project". Clapboards have been purchased, however, Gary may want to use cedar clapboards. If that is the case, we will look for a buyer for the clapboards we purchased.

Last Meeting Gary was here. It had been noted that caterers coming into the Harbor Church may have a hard time getting in and out with the placement of the doors in proximity to the kitchen area. Plans were changed for the entrance to be located near the handicap accessible exit. Conversation about a sundial at Squannicook Elementary and moving it to the Harbor Church property.

Sharon Lacasse wanted to note that the cost of Quick Books is increasing. There are alternatives to quick books for small businesses. Dana Blanchard will look into it. The PC version of quick books will cost \$1000.00 per year. Cloud version is cheaper. Dana Blanchard will also check out the cloud version.

Jock Snaith brought up the concern for insurance for the Directors. The cost is about \$600.00 per year and thinks it would be a good idea to have extra coverage. Dana will check with the insurance agent about Directors and Officers Liability insurance.

V. Reports:

A. **Treasurer/Financial:**

Balance Sheet was reviewed. There is a \$4500.00 grant that has come in. We need to contact Taber Morrell to see what this Grant money is to be used for. Clare Kauppi feels there is too much money in one of the Fidelity Accounts. Would like to ask the Fidelity Advisor to join the next Finance Committee meeting to discuss what needs to be done. Clare Kauppi asked Jerri Bozicas and Bill Rideout to join the Finance Committee. The Finance Committee will resume meetings in September.

Profit and Loss Report was reviewed. Increase in printing costs for newsletters and calendars. Jerri Bozicas will speak to Nashoba Valley Technical High School about producing these. Cost for mailing of newsletters is about \$100-\$150 per year. Clare Kauppi hired a plumber to fix the shut-off valve at the Reed House. Dana Blanchard made a motion to pay Top Notch Plumbing for the service. Jock Snaith seconded the motion. The motion passed unanimously.

Mary Jane Churchville made a motion to accept the financial reports. Jerri Bozicas seconded the motion. The motion passed unanimously.

B. **Schedule Fin Com Meeting.** Fin Com meetings will be determined in September.

C. **Site Administrator.** Madison Lessard has started her duties as the Site Administrator and is learning her way about the site. She has school starting soon and is asking to be able to change her work schedule to accommodate her school scheduled. She will keep us informed as soon as she knows.

D. **Buildings and Grounds.** Committee just formed, nothing to report.

E. **Collections.** Work on collections will resume in August. Sandi Starrett and Jan Johnson are still on the committee. Question as to Sandi Starrett's resignation and her statement to leave the Society. Lee McTighe volunteered to contact Sandi Starrett for clarification.

F. **Programs.** Education Committee plans to expand education program. Chris Barnacoat spoke to the schools and the schools are very receptive to the idea of a 5th grade program. Would like to eventually expand to an 8th grade program. Their next meeting is August 14, 2023 at 1:30 pm.

G. **Annual meeting.** Held in November.

H. **Volker and bass.** Will ask Mr. Volker what his schedule is and Clare will ask what the state the bass is in. The bass was made by Abraham Prescott and was played at dances at Cape Corner. Once completed Jerri Bozicas would like to talk to the high school about having a student play the bass at one of their concerts. Mary Jane Churchville suggested renting it to bass players to play at concert halls, perhaps Groton Hills Music Center.

I. **Arts and Craft Fair.** Most vendors have paid. Sharon Lacasse will reach out to vendors who have not paid and if not paid within two weeks they will be cancelled. Sharon is asking for help for the fair, set up, clean up and at the fair. She is asking for someone to take over the raffle. It was suggested to cancel the raffle and have a bake sale instead. Entertainment – Deb Thompson will perform both days. Night Security – Dana Blanchard will speak to the Scouts. \$5.00 from each vendor fee should be paid to the scouts who do security detail.

J. **Fundraising event in Oct.** Mary Jane Churchville is in charge of the Scarecrow festival in October. There will be a charge for submission of a scarecrow. Pie tasting contest and pumpkin carving as well if we can get pumpkins donated. Scavenger hunt, cider and donuts, possible food trucks and tour of the common. Scheduled for October 14 10-4, rain date is October 18. Lee McTighe will be doing a Cemetery Tour of Riverside Cemetery in West Townsend on October 28. Madison will add both events to the calendar and website.

K. **Constitution and Bylaw Subcommittee.** Next meeting is August 9, 2023 at 1:00 pm to finish.

VI. Old Business:

Strategic Committee update. SWOT meeting planned. Look at finances and forecasting what will happen to insurance when things are finished.

Endowment Committee update. Contacting People. Bill Rideout and Kym Craven went to see Bill Wilkinson who asked about membership and education programs. He is very interested in donating.

Other business. None.

VII. Dissolution. Dana Blanchard made a motion to dissolve the meeting. Sharon Lacasse seconded the motion. The motion passed unanimously and the meeting was dissolved at 9:04 pm.

Respectfully Submitted,

Kathleen Spofford, Secretary

Next monthly meeting: August 28th, 2023 6:30 P M