

**Townsend Historical Society**  
**Meeting Minutes**  
Hybrid Meeting – Memorial Hall and Zoom  
March 8, 2023 5:00 pm

- I. The Meeting was called to order at 5:15 pm. Members present were Ryan Hayward, Sharon Lacasse, Sandi Starrett, Lee McTighe, Jerri Bozicas, Clare Kauppi, Mary Jane Churchville, Kathleen Spofford and Dana Blanchard who attended remotely. Taber Morrell, Site Administrator, was also present.
- II. Minutes from January 25, 2023 were reviewed. Clare Kauppi asked that the minute reflect that the discussion on the Strategic Plan is not completed and the discussion as to whether Ryan Hayward is using the Society to advance the Collaborative's business or the Collaborative is being used to advance the Society's efforts has not been resolved. Sharon Lacasse made a motion to accept the minutes with the changes, Clare Kauppi seconded the motion. The motion passed unanimously.
- III. **Strategic Discussion/Planning:**
  - A. Board Retreat date was set for April 1, 2023 at 9:00 am at Memorial Hall.
  - B. Site Administrator position update: To date we have received the resume of one viable candidate. The hiring committee will consist of Ryan Hayward, Sharon Lacasse, Jerri Bozicas and two members of the Society to be determined. NEMA (New England Museum Association) will charge \$25 to advertise the position, and AASLH (American Association for State and Local History) will charge \$100. Jerri Bozicas made a motion to allocate \$25 to advertise at NEMA, Sharon Lacasse seconded the motion. The motion passed unanimously.
  - C. Recording Secretary, Lee McTighe, asked to step down from the position. Kathleen Spofford volunteered for the position. Jerri Bozicas made a motion to nominate Kathy Spofford, Clare Kauppi seconded the motion. The motion passed unanimously.
- IV. **New Business:**
  - A. Budget was discussed.
  - B. Strategic Plan and Endowment Committees have been formed. Jerri Bozicas is on the Strategic Committee. Clare Kauppi is on the Endowment Committee.
  - C. Spending Limit for Endowment and Strategic Plan Committee. Discussion was made as to how much funding the committees should receive. Expenditures could include a consultant, town-wide mailing. The Board will receive updates and the committees will present their idea when money is requested to be spent. Requests will need to be approved and the spending approved by the BOD.
  - D. New Business from the floor. Clare Kauppi brought up the tenants of the Cooperage and suggested if the tenants did not want to stay during the upcoming construction, they should be allowed to break the lease without penalty. Clare Kauppi made a motion to send the tenants a letter that the THS will allow them to be released from their contract if they give THS a 2-month notice. Sharon Lacasse seconded the motion. The motion passed unanimously.
- V. **Reports:**
  - A. Treasurer/Financial were reviewed.
  - B. Site Administrator Report. Letter from 1884 was shown as well as some postcards. Ascension items were reviewed. Jerri Bozicas made a motion to accept the ascension items, Lee McTighe seconded the motion. The motion passed unanimously.
  - C. Buildings and Grounds. The granite post fell over near the road and need to be repaired and placed back in its place. It was also noted that there is water flowing in the driveway from the road and needs to be looked out to prevent damage to the driveway.
  - D. Collections. Sandi reported they are still logging in sheets and linens. Right now there are 55 boxes and 5 racks of clothing and linens. Minor discussion on putting shelving in a collections building if that is a possibility.
  - E. Programs and Events. Update on the progress of the bass. Dana Blanchard asked if we could

possibly get some photos of the progress. Demonstration at the potluck? Date is still up in the air for the potluck dinner. Lee McTighe would like to do another Riverside Cemetery Tour in West Townsend, which will be somewhat different than her previous tour of Riverside Cemetery and hopefully as well attend as the Hillside Cemetery tour in 2021. We are looking for more suggestions for programs.

- E. Arts and Crafts Fair. To date there are 35 to 36 vendors signed up. Jerri Bozicas suggested that the Arts and Crafts Fair vendors should be held to a higher standard of handcrafting. Clare notes that THS ought to designate a formal jury to decide whether vendors are accepted or not.
- G. Constitution and Bylaw Subcommittee reported that they met recently and summarized it by saying “We’ve got work to do”, but progress is being made.

**VI. Old Business:**

- A. Committees – After the Retreat.
- B. School Programs – Coordinator and Volunteers. A designated contact person from the THS for upcoming Spaulding Memorial School Field trips will be found from the volunteer group.
- C. Calendar – 2024 calendar is ready for review. Minuteman Press has given an estimate of \$665 for 250 copies. It was suggested by Jerri Bozicas that we reach out to the nearby trade schools to see whether their students might be interest in printing the calendars as a project at the cost of materials. Raising the cost to \$12 per calendar was approved unanimously.
- D. 2023 Program – In the Works
- E. Cooperage Exterior Repairs – Waiting for Spring and better weather.
- F. Cooper Shed – Minor Work, Delayed until Spring.
- G. Strategic Plan – Noted above.

- VII. Dissolution.** The meeting was dissolved at 6:30 pm.

**Next Meeting: BOD Meeting – March 29, 2023  
Place: Hybrid, Town Hall and Zoom – 5PM**