

**TOWNSEND HISTORICAL SOCIETY
BOARD OF DIRECTORS MEETING MINUTES**

March 25, 2024, 5:30 pm

Memorial Hall, Great Hall, 272 Main Street, Townsend, MA 01469

CALL THE MEETING TO ORDER: The meeting was called to order at 5:32 pm. Present were Clare Kauppi, Maryjane Churchville, Bill Rideout, Kathleen Spofford, Jock Snaith, Sharon Lacasse, Vicki Brunelle and Jerri Bozicas.

APPROVAL OF MINUTES: Jock Snaith made a motion to accept the minutes as corrected. Sharon Lacasse seconded the motion. Passed by majority.

DISCUSSION TO REVIEW PROTOCOL OF SECURITY SYSTEM: The door to the upstairs needs to be closed and wedged. Dana Blanchard, previous director, should be removed from the call list when the alarm goes off.

OLD BUSINESS: Church groundbreaking – June 1st. Busing from Cherry Hill to opening.

FINANCIAL REPORTS: P & L, Balance reports were reviewed. Received a check for \$177,000 from Fidelity Stone Charities. Gary Shepherd will send invoices to have Bill Rideout and Jock Snaith pay. They will oversee. However, the check came with a letter stating that it was to be used for the Harbor Church and the old Harbor Fire Station. Bill Rideout said we have to protect Gary Shepherd. Maryjane Churchville asked if THS is to funnel the money for the Harbor Fire Station and Fire/EMS Relief Association and if that is the case then THS should have an agreement with the Fire/EMS Relief Association and the checking account should be in both names as a collaborative. THS should have one signatory and Fire/EMS Relief Association should have a signatory on the checking account. The money should be flagged as to what building the invoices are for, either Harbor Church or Harbor Fire Station. We need a contract that will state THS will hold Fire/EMS Relief Association harmless, and Fire/EMS Relief Association will hold THS harmless. Bill Rideout will not pay anything that is not noted what the payment is for.

An issue was raised by Kathleen Spofford regarding the Notice of Intent for the Harbor Fire Station. The Townsend Conservation Commission application has Townsend Historical Society listed as the applicant. We do not have any interest in that building, it is a Town owned building, and our name should be removed as applicant. A letter from THS is needed stating we are not the applicant as well as a letter from Fire/EMS Relief Association stating they are the applicant to have this corrected. This will not affect the DEP number and will allow the work to go forward; it is just administrative. Gary Shepherd, Bill Rideout and Jock Snaith agreement with Fire/EMS Relief Association will be part of Old Harbor Village.

Maryjane Churchville made a motion to accept the financial reports as amended. Jerri Bozicas seconded the motion. The motion passed unanimously.

Maryjane Churchville made a motion to amend WCU Rehabilitation checking account to add an officer from the Fire/EMS Relief Association, President David Stevens and to remove Jock Snaith. Sharon Lacasse seconded the motion. The motion passed unanimously. Kathleen Spofford made a motion to amend the previous motion to allow Bill Rideout to sign checks from the WCU Rehabilitation account with a signatory for Fire/EMS, David Stevens, for invoices for the Harbor

Church and Harbor Fire Station to be reviewed monthly. Maryjane Churchville seconded the motion. The motion passed unanimously.

For 990: Removed Margaret Mazzola from the Board of Directors.

SITE ADMINISTRATORS REPORT: Hours have been set to Tuesday and Thursday 9 am to 2 pm. Docent hours will be the 1st Saturday of every month starting in June. Sharon Lacasse and Maryjane Churchville will discuss. June 1, 2024 the Reed House will be open from 11:00 am to 2:00 pm.

Arlene Chaplin will head the Arts and Crafts Fair.

There have been inquiries about homes in Townsend. Clare Kauppi found inventory in the vault. Maryjane Churchville will look at it.

Maryjane Churchville wants authorization to list Arts & Crafts Fair, Scarecrow Festival and Victorian Christmas on the website and in the Johnny Appleseed Magazine.

COMMITTEE REPORTS:

Building & Grounds: parlor rehab. There will be a meeting on March 26, 2024 with two individuals from Painted Walls Preservation.

Harbor Church Construction Report: Working on the floors in the harbor Church. The floors are square-cut and nailed, random width boards are southern yellow pine. Jock would like permission to continue to push for square-edge and nail, random width. Everyone agreed.

House & Yard: Jerri Bozicas would like to t a 5ft. ladder, lawn cart, 2 rakes and 2 shovels. Wallpaper samples will be in by next month. Jerri Bozicas has catalogued the old wallpaper. The dining room, birthing room and front bedroom will be wallpapered. The plantings outside will be affected by whether or not the porch will be replaced; is Gary Shepherd planning on replacing the porch or should we? Either way it should be done. Ferns will be taken up. Spring cleanup day should be done before June 1. Nashoba Valley Technical High School will start the fence in September, but the granite posts need to be straightened before they begin.

Education: Maryjane Churchville met with 3rd grade. The dates for the school program will be May 21 and May 22. Lee McTighe will do a previous at the school the day before.

Maryjane Churchville and Jerri Bozicas are working with Nashoba Valley Technical High School to come up with a logo for the letterhead for THS and Jock is involved with a logo for Old Harbor Village letterhead.

Arts & Craft Fair: We have a new coordinator, Arlene Chaplin who owns the Craft Shack. She is willing to take on the responsibility of coordinating the Arts and Crafts Fair.

Acceptance of Committee Reports: Sharon Lacasse made a motion to accept the committee reports. Bill Rideout seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Create New Brochure: Clare will be putting together a new brochure with updated information.

Schedule Open Houses: Open houses will be the first Saturday of the month beginning in June with the hours of 10:00 am to 2:00 pm. The Victorian Open House will be scheduled for December 8, 2024.

Re-affirm Dues: There are two different membership cards with different membership fees. We need to set a consistent fee: Seniors: \$15; Individual: \$30; Family: \$50;

We will allow postage permit for bulk mailing to be used by Saima Park as we have in the past.

DISSOLUTION OF MEETING: Sharon Lacasse made a motion to dissolve the meeting; Bill Rideout seconded the motion. The motion passed unanimously. The meeting dissolved at 7:41 pm.

Respectfully submitted,
Kathleen Spofford, Secretary

Next Meeting: April 29, 2024 @ 5:30. Place: TBA