

THS Board of Directors Meeting Minutes June 8th, 2026

Attendees: Chris Barnacoat, Karen Rapoza, Jock Snaith, Bill Rideout, Vicki Brunelle

Via Zoom: Ben Jaehne, MaryJane Churchville (Site Administrator)

Members: Eileen Barnacoat

Meeting called to order at 7:10pm

Chris: Big thank you to all for all the work we've done these past 6 months!

Review of Minutes from May 11th:

- Motion by Jock to accept the minutes, Bill 2nd the motion, passed unanimously.

SITE ADMINISTRATOR REPORT: MaryJane Churchville

Samuel Thorpe's items are to be listed in Past Perfect, and need to be accessed. Six 200 yr old plates received as part of the 200 yr anniversary of Townsend.

- Motion made by Chris to accession the plates, Jock 2nd, passed unanimously.

Janie Wheeler Phillips donated several items (2 glass pitchers, a glass decanter, a cruet set, 6 fishbone plates, fruit boat, old sewing basket, oil lamp (electric), embroidered napkins, a Finnish table runner.

- Motion made by Bill to accession all items, Jock 2nd the motion, passed unanimously

Chris brought in a donation of a wooden shoe.

- Motion made by Bill to accession the shoe, Jock 2nd the motion, passed unanimously.

TREASURER'S REPORT: Bill Rideout (reports submitted)

Bill stated that all the money from the Post Office was returned with a refund of the mailing permit, as the minimum of 200 copies are required. Refunded \$370.00.

Bill stated the 250th committee has raised \$13,990 from donations.

The Arts and Crafts Fair has brought in \$2,250 to date.

MEMBERSHIP REPORT: Bill Rideout (report submitted, includes letter to membership)

Bill stated that PastPerfect Web Edition was used to send out membership reminders on June 7th. The letter could be updated. Also stated we need envelopes to match our stationary

COLLECTIONS COMMITTEE REPORT: Eileen (report submitted)

Eileen stated that we created a new Facebook page called "Images of Townsend, MA". We have 90 followers, similar to last month. Busy month with 5 new volunteers: Laura Doell, Lee McTighe, Jane Jackson, Liz Donelson, and Nancy Janeliunas.

Bill stated our By-Laws are being reviewed by Emma Shephard and her mother Jean Grazier.

EDUCATION AND COMMUNITY OUTREACH: Chris

Chris stated the 3rd grade visit went very well. Stated old pics steering up interest. Talked with Betty Mae Tenny as to when THS could host one of Band Concerts, which will be the 23rd or the 30th of July. There will be food and games. Volunteers needed.

BUILDING/GROUNDS REPORT: Jock (report submitted)

Jock included updates on the Harbor church, the Cooperage, the Spaulding Grist Mill, Jonathan Poor Murals, and the Reed Homestead.

HARBOR CHURCH: Jock also submitted information on The Harbor Church Committee, and booked a meeting for the committee to meet with Jen, set for next Tues.

MARKETING AND PUBLICITY: Nia

Nia gave up an update on the Footwork and Folic event, which is to be booked for 8/22. Also stated that the latest newsletter received good responses.

- **Motion made by Karen to proceed with the project, Jock 2nd the motion, passed unanimously.**

PROGRAM AND SPECIAL EVENTS: Karen/Chris

Discussion on offering a Samuel Thorpe silent auction at THS, which would be best to do with the opening of Harbor Church.

FINANCE/FUNDRAISING/IT: Ben/Bill (report submitted with the Treasurer's Report)

MISC:

250th parade:

- Marshals to hand out programs with information on the parade and events in the Common. Info available to sign up with THS at our table.
- Jock headed up the coordination of the Float/Trailer for the parade, which volunteers decorated on 6/19.

Matt and Chris suggested that a guided tour of Howard Park take place in the future.

Motion made by Jock to accept all the Committee Reports, 2nd by Bill, passed unanimously.

Next Mtg: 7/13, 7pm at the Reed House

Meeting adjourned: 9:05pm

Reports

Committee Report - Finance/Fundraising/IT

Committee Members:

Benjamin Jaehne, Chair, Alex Eberhardt, Bill Rideout, Patrick Raine

Meeting Date: June 8, 2026

Motions needed:

1. Grant Activity & Funding Pipeline

- Looking for appropriate funders ○ Expecting Townsend Community Preservation Act in the Fall
- Identifying grant ready projects
- Open for Business if anyone wants to brainstorm, share ideas

2. Financial Reporting

Our **income** for May 10 - June 5, 2026 was \$28,657.37. The largest part was a donation of \$15,000 by the donor supporting the new vault at the Toomey House. This is part of his yearly donation of \$25,000 over four years for a total of \$100,000. The second largest part was \$9,298.46 in investment gains. None of this money came from Fidelity Charitable, from whom we get payments in large amounts.

Our **expenses** for that same period were \$31,036.91. Of this, \$25,611.08 was expenses relating to the Cooperage restoration, and \$1,035.63 was for two months of utility bills at Harbor Church, and both of those costs either have been or will be covered by Fidelity Charitable. Without those, our expenses were \$4,390.20. The largest expense was \$2,035.76 for two monthly payments for our building insurance.

Our total **liquid assets** were \$496,974.68, plus we have \$13229.87 in unreimbursed rehabilitation payments not yet in the bank. We are expecting another distribution this week.

Restricted funds summary:

The only legally restricted THS funds are the principal of \$13,250 in the 1060 Restricted funds CD, now valued at \$15,615.47. This principal is not to be used ever, per the grant with the Massachusetts Historic Commission, and the interest can only be used for Reed Homestead maintenance.

Donor funds given for a specific purpose are:

\$15,000 - Toomey House vault

\$3,010- conservation of Jonathan Poor murals

\$5,000 - Reed Homestead fence

Previous board votes set aside \$100,000 for Reed Homestead maintenance, and \$134,265 for collections maintenance. Setting aside these restrictions would require a board vote.

The costs for our **newsletter mailing** were \$128.20 for 165 stamps, and \$313.10 for printing 200 copies. We had purchased a mass mailing permit earlier this year for \$370, which turned out to be useless to us since it required a minimum mailing of 200 copies. Thanks to Peter at the Townsend post office for helping me apply for and receive a full refund!

The **250th committee** has raised \$13,990 from donations. The budget is about \$10,000 without the Townsend Military Band. If they are able to give a concert on the bandstand, then the budget will be \$11,200.

The **2026 Arts and Craft Fair** has brought in 2,250.00 to date.

Membership Committee

Membership report - June 8, 2026

PastPerfect Web Edition was used to send out membership reminders on June 7, 2026. Reminders were sent to two members whose memberships expired between May 11 and June 7, 2026. The procedure is documented on the BOD shared drive, under membership_reminder_procedure.docx. As of now, we have 132 members up to date, and 196 members less than 2 years out of date. Twenty seven members have opted for emailing newsletters, or about 50% of recent renewals. Lindsay Morand has been active in reaching out to the senior center, delivering hard copies of the spring 2026 newsletter, and membership applications. Lindsay has also volunteered to write the membership thank you notes, but is waiting until family health issues are resolved. Right now, when we send a thank you for membership renewal, we send the letter below with a personal note and a membership card with the membership paid through date. The membership cards were recently reordered, and were surprisingly expensive. A box of 100 cost \$80. I think we should phase out membership cards, and simply put the paid through date on the letter. The letter itself could use updating. The text is below. Suggestions are welcome:

Dear _____, Thanks for being a member! Your membership card is enclosed. The Townsend Historical Society is deeply grateful for your membership, and we are pleased to send your membership card for the coming year. Please bring your membership card with you on your visits to the Townsend Historical Society to enjoy the benefits and discounts offered to you. • Unlimited free admission to the *Reed Homestead, A Historic House Museum* for one full

year, and special admission privileges to Society programs and events. • Subscription to the Society's newsletter, the ***Harbor View***, which will keep you up- to-date on the activities of the Historical Society, upcoming programs and presentations, and articles of historic interest. • Discounts on lectures, workshops and programs. • Invitation to the Historical Society's ***Annual Meeting***, and ***Members' Potluck***. Thanks, again, for supporting the Townsend Historical Society's efforts to preserve local history and historic structures of Townsend.

Collections Committee

Updates from Eileen Barnacoat:

The only new update is that we are now posting on facebook some of our Images of Townsend history. It seems to be going well so far. We have 90 followers on the new page. Liz Donison will eventually create Albums but we need more postings first.

Robert is gradually checking our photo collection to make sure we have a scanned image of each photo in Past Perfect, and not just a description as is the case presently.

Nancy Janeliunas and I are working our way through the inventory of the vault - checking that items are listed in Past Perfect and adding the shelf location and container description, checking the description etc. In other words cleaning up the database and standardizing information where possible.

I've also started an inventory of the books in the parlor, now that the parlor is finished and the book cabinet is back in position.

Maryjane is working with Robert as he enters items into Past Perfect

Robert is continuing with entering items from the Clothing Collection into Past Perfect using information from Sandi Starret's thumb drive.

Jane Jackson is working on going through a backlog of clippings and grouping items into categories for a ready reference file.

Laura Doell has begun going through the 8+ boxes of the Ed and Mary West collection. She is sorting materials into categories and grouping which items should be cataloged in Past Perfect.

Buildings, & Grounds, Reed Homestead Committee, Harbor Church Committee Reports 6/8/26

Trees

6/1 Frank McPartlan Dillis & Roy, Matt Marro, Wetlands Specialist, and Abigail Farley, Conservation Member, viewed the property's relationship to wetlands, and to verify the number of trees cut. Colby Streeter verified the count. Surveyors began preparing plans for the Conservation Commission..

6/1 Met with Shlomiya Lightfoot, Executive Director of the Indigenous Landscape Initiative (In Land) to outline how her restorative work interfaces with the Conservation Commission determination for remedial actions.

6/4 Shlomiya returned with Ben ?, her wetland botanist, to begin identifying existing invasive and native plants and habitat zones

Harbor Church

Grease trap and septic tanks have been installed. The line should be going under the street in the near future.

I believe that the plans showing remedial plantings will also show the parking layout. Fingers crossed.

Cooperage

Jeramy Brown, Mason, will begin making repairs to the chimney base at the end of this week.

Dillis and Roy are preparing a RDA application to Conservation in order to set scaffolding in the river to work on the south gable end.

Spaulding Grist Mill

Ben Hassett, Millwright is delayed. We are hoping for a July date.

Elizabeth Paliga, **Historic New England** conducted their annual site visit May 12th for the Cooperage and Gristmill. All seems good. She will send out her report sometime this summer. She is very happy with how the Cooperage is coming out.

Jonathan Poor Murals

Wena Kochanowski will be returning June 16th to finish the conservator work on the murals .

Reed Homestead

Front steps have been reset for a more even rise. Special Thanks to Jim Deroian for his help and equipment.

Special thanks to Chris Barnacoat for moving the excess furniture from the dining room and parlor to the attic.

Jock should have information regarding the reproduced bathroom wall paper by the meeting time.

The Committee did not meet in May

Harbor Church Committee

Jen and Rob submitted content and web page concepts for comment. Nia, Alex, and myself reviewed the material and sent back our comments. Meeting Tuesday night with Jenn and Rod to determine the next step.

New Business

250th

Initial thought was to have a Cooper Float. I think a better idea is to have as many Board Members to ride in costume. A Motley Crew

I'm hoping to have the Trailer at the Reed Homestead next weekend. I could use help decorating it. Volunteers?

Old Business

The Matterport agreement has been signed with the Center for Painted Walls Preservation. Linda Lefko has sent the raw photography for the project. The write-ups link to specific details in the mural will be available late summer.

<https://my.matterport.com/show/?m=LLTodsjuw66H>