

# Acworth Historical Society — Meeting Notes

March 9, 2026

## Summary

The meeting covered financial updates, facility policies, a building addition, grants and fundraising, environmental and bidding requirements, collections policy, and planning for future community events.

## Action Items

- Provide the exact amount reserved for operating expenses to the board so it can be recorded separately in accounting.
- Share the insurance company's recommended no-smoking policy wording so it can be added to the lease and posted on the building.
- Follow up with the commercial lender: provide property assessment information, express interest in a \$50,000 line of credit, and obtain details on fees and interest.
- Submit the grant amendment (scope of work and budget) reflecting the revised addition dimensions to the grantor.
- Redo and submit the Timken application to the Timken company in Keene and apply to the Claremont Savings Bank foundation (and pursue other targeted foundation applications) for matching funds.
- Arrange and initiate the required environmental assessment (lowest-level EA) for the historic building, engaging the appropriate contractor.
- Prepare and issue the RFP for the construction project and solicit at least three competitive bids from local contractors.
- Meet with the State Historic Preservation Office contact (scheduled Thursday) to identify the reviewer responsible for the historic review and report back.
- Draft and submit a short update for the community newsletter (and follow up on posting to the church Facebook page) reporting grant progress and status of the valley church work, clarifying the Historical Society's support role.
- Order approximately half a dozen no-smoking / designated-area signs for the building.

## Treasurer's Report & Minutes Approval

- Minutes from the February 9 meeting were approved by consensus.
- Beginning balance: \$70,700.72; deposits of \$24,200; debits included oil and post office costs.
- Ending balance: \$94,081.42, with \$64,900 accounted for in appeal money.
- The Pimentals donated a marketing study valued at \$20,800 (donation in kind).

## Operating Expenses & Project Accounts

- The amount reserved for operating expenses is estimated to be in the twenties.
- Opening a second account for project expenses was discussed but opposed due to check-writing requirements.
- Showing a separate operating expense fund is important when applying for grants.

## **No-Smoking Policy for Village Store**

- A letter from the insurance agency recommended enforcing a no-smoking policy inside the building and on all porches, decks, and doorways to minimize fire risk.
- A motion to adopt the no-smoking policy was made, seconded, and approved.
- No-smoking signs should be placed both inside and outside the store, with designated smoking areas identified.
- Approximately six signs will be ordered to start.

## **Building Addition**

- The building committee reviewed a sketch submitted by Bret for a 198-square-foot addition.
- The grantor has not yet been notified of the amendment to the scope of work and budget — this needs to be submitted.
- A line of credit secured against real estate was discussed to cover project expenses.
- The group agreed to pursue a \$50,000 line of credit; a \$25,000 unsecured loan option and the Notice of Federal Interest were also noted.

## **Grants & Fundraising**

- Active grant applications include: NBRC, Timken Foundation, Claremont Savings Bank, Hunt Foundation, Acworth Trust, and New Hampshire Charitable Foundation.
- Applications should be framed to highlight specific project needs — for example, emphasizing housing for the Claremont Savings Bank grant.
- A recent property assessment may be used to help secure the line of credit from the commercial lender.

## **Environmental Assessment & Bidding**

- An environmental assessment is required due to the historic nature of the building; the State Historic Preservation Office will be consulted to determine the level of EPA review needed.
- The RFP for the construction project has been drafted and will be issued; at least three competitive bids from local contractors should be done..
- Additional companies in the area should be solicited to ensure competitive pricing.

## **Collections Policy**

- The adoption date of the collections policy needs to be clarified, along with the process for accepting new items.
- The policy will be posted on the website for public reference.
- The group discussed supporting the valley church's preservation efforts and potential future events related to old maps and house histories.

## **Future Events & Community Engagement**

- A summer happy hour and a fall old house tour were proposed.
- An event featuring old maps and house histories — potentially involving Janet Slocum and Mark Goodwin — was suggested.
- The Humanities to Go program was mentioned as a way to bring guest speakers to the community.
- Details for future events will be finalized at a subsequent meeting.