



Municipal Building – Town of Franklin  
355 East Central Street  
Franklin, MA 02038

## Town of Franklin, Massachusetts Historical Commission

### **Meeting Minutes October 21, 2008**

#### **Attending:**

##### Commissioners:

Del Arnold  
Alan Earls  
Mona Ghiringhelli  
Debbie Pellegrini  
Bob Percy

#### **Meeting Minutes**

The Commission approved the last meeting's minutes from 9/30/08.

Commission members are welcome to check the Commission's mail box at the Town Offices, and to notify Commission members of any timely issues before the next meeting.

#### **Commission Membership**

The Commission received in writing a letter from Member Dave Cargill who is tending his resignation. Dave served as Associate Member for 2 years and as Member for 3 years. We will miss his wisdom and enthusiasm, and we thank him for his valuable support in things large and small!

## Finances

No news to report.

## Projects

### *Obtaining 501 ( c ) 3 Status*

Mona will work with accountant Herb Hunter to fill out the application for establishing a non-profit organization to the State.



### *Refurbishing the Museum (80 West Central St.)*

After some discussion of the upcoming work on the new museum, the Historical Commission would like:

- to be informed of any bills associated with the refurbishment
- to meet with the architect to discuss our requirements for the layout of the museum space
- to obtain a whiteboard, magnetic board, or corkboard to help us design the floor plan

We also noticed that the floor plan of the existing museum is inaccurate (shows multiple restrooms that do not exist). This may have been an old version of the plan for the building before it was converted to a senior center.

There have been no recent meetings between Town officials and the architect, but Debbie P. plans to attend the next one.

We are uncertain as to the status of the bookshelves that will be built in the meeting room of the new museum. Debbie P. will ask David Roche.

We have a copy of the Standard Form of Agreement Between Owner and Architect. We plan to have David Roche attend an upcoming Commission meeting to go over the main points with us.

#### *Museum Wish List*

For showing videos from the Town's archives, the Commission discussed the need for either a large screen TV or some kind of projection device that would be suitable either for museum visitors or a medium sized seated audience.

#### *Museum Curator?*

In the recent past, we'd discussed the idea of having a part-time curator at the museum. Perhaps we could obtain the services of a curator through a grant.

We could also contact the Harvard Extension School, which offers a Master's in Museum Science, to see if someone might want to intern at our museum. Alan E. plans to look into this.

#### *Museum Inventory and Related Items*

Volunteers – Dave C. has contacted Rob Lawson to see if we can enlist the services of some Dean students who would like to help with inventorying. We will contact Dave C. to find out whether he's received a response yet.

#### *Museum Activities*

Looking toward the opening of the new museum and beyond, we're brainstorming about:

- Offering in the Museum Gift Shop 175<sup>th</sup> anniversary t-shirts for the Red Brick School, and possibly Christmas ornaments.
- Contacting members of the Franklin community, and those from surrounding towns, who have a particular interest in history and want to become involved. One such person is a retired music teacher from Bellingham, Harry Shefler. Another is Louise Tibodo, a longtime piano teacher from Franklin. **[Commission: if it would be best not to mention these folks by name here, let me know. – Bob]**

Use of museum space – there may have been some miscommunication about other organizations that will be using the museum space. The Historical Commission remains receptive to periodic or seasonal displays by other groups, but not permanent displays.

*Housing Rehab Requests -- None*

*Demolition Requests – None*

*Research Requests – None.* We still need to draw up a short fee schedule for the various tasks the public can request.

*Correspondence*

Del received information from the Northeast Document Conservation Center ([www.nedcc.org](http://www.nedcc.org)) about the advice and services they provide. This could be very useful as we place the museum's holdings in our new facility.

The Commission received public notice of a proposed telecommunications tower to be placed at 121 Longhill Road.

As of 10/21 Richard R. Cornetta had not yet received a letter of approval from the Commission regarding the proposed demolition of structures at 160 E. Central St. and 8 Cross St. Bob had already delivered copy of the Commission's approval, dated 10/1 to the Town Offices for this demolition. We will contact David Roche to verify that he had received this letter.

There will be a conference sponsored by NEMA (NE Museum Assoc.) in Warwick, RI Nov. 12 - 14. Alan E. plans to attend this conference, with the financial backing of the Commission.

*Town Website*

Bob P. is in the process of obtaining a login from Tim Rapoza.

Once we have write access, we will place the following info on the web:

- A call for volunteers on our web page, specifically a grant writer. Also place a splash summary for a grant writer on the Town website's main page.
- A call for a new Commission member, and additional associate members.

*Process for Donated Items*

This process starts by filling out, on the donor's behalf, a form that includes a description of the items. Del says this form is in our files in the town offices. (We should post a PDF copy of this form to the web.)

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