



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

Town of Franklin, Massachusetts Historical Commission

Meeting Minutes July 20, 2010

Attending:

Commissioners

Present:

Del Arnold
Dianne Brunner
Mona Ghiringhelli
Marlene Oliver
Bob Percy
Alice Vendetti

Absent: Alan Earls, Debbie Pellegrini

Associates

Colette Ferguson
Connie Lawson
Mary Olsson

Visiting

Mary O'Neill
Lindsey Olsson

Finances

No bills were received or paid this month.

Given the number of requests museum hosts have received for copies of photographs and other information, it would be a good idea to purchase a scanner (for between \$100. And \$150.) to accommodate these requests.

The Town approved \$2,000. for our annual budget this year.

Last Meeting's Minutes – Approved.

Commission Membership

Mary O'Neill would like to become an Associate Member of the Historical Commission. (Prospective Associate Members need to a) send a letter of request to the Town Clerk and b) meet with the Town Administrator Jeff Nutting.)

Some Commission members still need to send to the Town Clerk's office their confirmation for having taken the online public officials ethics test.

Museum Operation

- Del is in the process of making DVD copies of the Stanley Chilson films for hosts to play at the museum during open hours.
- Del wrote instructions for using the laptop to play movies at the museum.
- The projector box needs the proper cords. These cords have been ordered by Mike D'Angelo.
- The microfilm reader should have instructions for its use nearby. Bob P. agreed to find out if the Town Library has instructions for their reader.
- Mary O'Neill said that Jim Ficco and the Sons of Italy would like to donate some items to the Museum.
- We discussed purchasing acid-free storage boxes large enough to contain clothing. Mary Olsson plans to contact a preservation company in N. Carolina about this.
- The old fire pumper is currently being refurbished
- Del is working on a brochure about the new Museum. Mary O'Neill will look into finding brochures from other nearby towns for comparison.

Museum Inventory

- Lindsey O. has been inventorying museum items.
- Bob P. plans a visit to the DPW to ask about fire related items that may be onsite there.
- Del reported that the Town Facilities department will move the remaining items from 150 Emmons St. This includes the copy machine and some library shelf units.
- Commission members met at the old museum, and brought down to the ground floor items that we may want to hang onto. Mary Olsson took pictures of these items, and Colette and Connie made an inventory list.
- Del has been in touch with Alex McClintock, who has generously agreed to donate a number of items pertaining to Franklin history, including historic postcards (for us to make copies of), lectures by Dr. Emmons, and stereo opticon views of the town.

Museum Interns

- It is possible that Dean College will make interning at the Museum part of course work at the College.
- Debbie P. may know of someone at Franklin High School who could help us spread the word about the need for interns there.

Museum Programs

- Mary Olsson reported that the previous Lemonade on the Porch (the Downtown's Third Thursday) drew a sizable crowd, and felt that the Chilson films garnered a great deal of interest. She suggested that at some point we should publish (in the paper) which films were being shown on specific days, so people could target their visits.

Publicity

- We discussed placing notices about specific museum events in various church bulletins.
- Mary Olsson expressed an interest in publicity, and said she would be glad to spearhead this area sometime after 10/1.

Museum Hosting

- Mary O'Neill made pins for museum hosts to wear. Bob P. gave her the pins he had bought for this purpose.
- Bob P. and son created an online calendar to help the Commission and Fire Dispatcher know who will be hosting on a given day. Bob sent draft instructions for how to add info to the calendar to Debbie P. and Del A.
- We discussed the need for creating a list of services that the Commission provides, regarding requests for information. We discussed modeling our list on what the Town Library provides.
- Hosting procedure: we should add info about a) where to place proceeds from donations, and b) remind hosts that blank donation sheets are in the desk near the entranceway.

Friends of the Franklin Historical Museum (FFHM)

- Dianne B. created a clear donation box for walk-in contributors
- Do we have donation envelopes?

Website

Bob has posted meeting minutes and meeting agendas to the Commission's website, and corrected the meeting time and place displayed there.

We need to provide a description about the new museum. Del agreed to help craft a new description.

Bylaws

Del expressed an interest in revisiting the Commission's bylaws, to make sure that we comply with them. We also need to explore areas where we can follow through better on tasks at hand, such as how to respond to information requests, and how to disseminate information entered in the museum log book so we can act on it. (We may also want to revisit the way these minutes are written: perhaps include a section devoted to Action Items that includes the action required and the person who is to perform it.)

Grants

Marlene O. made a presentation describing a proposed historical/cultural landmark for Franklin, to be constructed through a proposed grant from the National Endowment for the Humanities.

The Commission voted its approval for the grant application process to proceed. This process would contain two parts: a planning grant, then an implementation grant. The scope of the project is TBD at this point.

Correspondence – None

Housing Rehab Requests – None

Demolition Requests – Del informed us of a request for 763 Lincoln St. We discussed holding a public hearing only if the Historical Commission deems a structure to be of historic value. We may need to amend the by-law to make this interpretation clear. We must decide which process to use.

Research Requests -- None

New Business

Mary O’Neill kindly donated or brought in to show us various books pertaining to Franklin history.

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