

Town of Franklin, Massachusetts
Historical Commission

Meeting Minutes – July 17, 2012

Commissioners Present: Del Arnold, Mary Olsson, Debbie Pellegrini (Chair), Bob Percy (Secretary). *Absent:* Alan Earls, Marlene Oliver, Alice Vendetti (Treasurer)
Associates Present: Colette Ferguson, Connie Lawson, Mary O'Neill. *Absent:* Eamon McCarthy Earls, Kai Olsson.

Last Meeting's Minutes – Approved.
Commission Membership -- Nothing pending.

SUBCOMMITTEE REPORTS

⊗ **Communications – (Bob)**

Del reported some errors on the Museum website (open hours dates). This issue seems to come and go on its own.

⊗ **Document Preservation and Policies – (Alan, Connie, Del)**

Del presented two DVDs: a tour by Del of the museum, and a tour of the wedding dress display by Colette.

We discussed the proposal for volunteer work in the museum as submitted by Kasey Donahue, an Eagle Scout candidate. He plans to:

- Document the current locations of items that are already cataloged.
- Train other scouts to assist in this effort
- Begin work in August.

⊗ **Events – (Debbie, Colette, Connie)**

We agreed to extend the time that the wedding dresses are on display, especially since Colette's tour video will be airing on Franklin cable.

⊗ **Finance and Budget – (Debbie)**

Debbie bought some clocks and office supplies for the museum. She also plans to obtain some paper for use in the library room copy machine and computers.

⊗ **Grants – (Marlene, Alan)**

We discussed the current grant proposals before us, and took a straw vote of which seems most vital at this point. Highest on the list was to fund an internship at the museum for a museum professional.

⊗ **Hosting – (Debbie)**

Debbie will distribute the hosting calendar for August.

⊗ **Museum Display – (Colette, Connie, Alice, Debbie)**
See **Events**.

⊗ **Museum Operations – (Del, Alan)**
Nothing new to report.

⊗ **Outreach to Schools, Community – (Bob, Alan, Debbie)**
Del will email Bob the latest draft of the walking trail brochure. We agreed that it would be nice to be able to provide flyers of the walking trail (as currently shown on an information board on the Town Common) to museum goers.

⊗ **Publicity – (Mary Olsson)**
Mary plans to write an article for the Franklin News about the wedding dress display.

⊗ **Strategic Plan – (Mary Olsson, Connie, Bob)**

- Mary and Bob are still examining the template strategic plan provided by Kate Coyne.
- Mary created a donation form for us to use when processing new items. This form will pertain specifically to outright donations.
- We agreed that a loan form would also be useful to document items that we receive on a short term basis for specific displays and exhibits. We can use the existing (blue) form for this purpose,
- Mary is writing the policy for donations. This 3-part form provides carbonless printing, and would consist of:
 - Original – goes to the 3 ring binder
 - Receipt – goes to the donor
 - Copy – for museum records, then scanned into PastPerfect.

⊗ **Website – (Bob, Alan, Mary Olsson)**
Mary continues to add to the Facebook page for the Museum. Nothing new about the Museum website (Bob).

Friends of the Franklin Historical Museum (FFHM)

We discussed the volunteer potential of this enthusiastic pool of folks.

Housing Rehab Requests – We received a letter asking whether it would be acceptable to reshingle the roofs of the Brick School and the downtown train station. We approved this request, as well as a motion to recommend using black architectural shingles in these projects.

We discussed the condition of the Old South Meeting House, and its ongoing historical value to the town. The Commission approved a recommendation to maintain town control of this invaluable historical asset, and to look into the cost of bringing the structure up to code in terms of occupancy.

Demolition Requests -- None

Research Requests

New Business