

Town of Franklin, Massachusetts  
Historical Commission

Meeting Minutes – September 24, 2013

**Commissioners Present:** Del Arnold, Colette Ferguson, Connie Lawson, Marlene Oliver, Debbie Pellegrini, Bob Percy. **Absent:** Mary Olsson.

**A. APPROVAL OF MINUTES FROM AUGUST 20, 2013**

**B. CITIZEN COMMENTS - None**

**C. APPOINTMENTS** – Michael Barry’s appointment as an Associate Member is in progress.

**D. PRESENTATIONS**

1. Workoff Program. Connie is making good progress on tasks at the Museum.

2. John Campbell PastPerfect update – John wasn’t able to attend tonight.

**E. DISCUSSIONS/VOTES**

E1. Update: What books do we plan to keep downstairs? Colette has contacted Jack, the owner of the Shire Bookshop, who will help us understand our inventory of non-Franklin related books.

E2. Volunteer training (Mary and Del) – A new subcommittee (as of last month). Nothing new to report.

E3. Purchasing town photos for cards, etc. (Debbie) ??

E4. Update: Jane’s frame project on Facebook. (Mary) If the process of reproducing WWII veterans’ pictures for better display involves digitizing the images, Mary would like to post some images at a time to Facebook for people to identify. We may also want to print them out and bring them to the Senior Center for people to identify.

E5. Franklin walking tour (Del) – Del gave Bob a copy of a map of an existing walking tour as an aid to creating a new tour (on Bob’s list to complete). We were not able to participate in the seniors walk. Will plan to do so, equipped with historical info, in the future.

E6. Historic places inventory (Del) – We discussed the need to continue cataloging the town’s historic properties. Debbie suggested getting this information from the Town Assessor’s office, and will look into it.

**F. SUBCOMMITTEE REPORTS**

○ **Communications – (Bob)**

○ **Document Preservation and Policies – (Connie & Del)**

We need to understand as a commission how best to retrieve at will the information that has been entered into PastPerfect.

From Del: “Because there are over 800 pictures remaining in the five framed existing units it would require at least 21 frames to complete this task. We need a plan.”

○ **Events – (Debbie, Colette, Connie)** We took down the wedding dress display, a great success again this year.

The Antiques Appraisal Day (9/15) was well-attended and a big hit.

Upcoming Pumpkin Carving Event, Sun. 10/6 11 AM – to coincide with the Harvest Festival

○ **Finance and Budget – (Debbie)**

○ **Grants – (TBD)**

○ **Hosting – (Debbie)**

○ **Museum Display – (Colette, Connie, Debbie)**

○ **Museum Operations – (Del)** – We have had Internet connectivity issues in the Library Room. Del will discuss this with the town’s support folks.

○ **Outreach to Schools, Community – (Bob & Debbie)**

○ **Publicity – (Mary Olsson)**

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

○ **Volunteer Training (Mary Olsson, Del)** [see Old Business]

- Website – (Bob, Mary Olsson) Bob is waiting to hear from Dropbox technical support, to see whether we can host the Franklin Civil War information on Dropbox.

#### G. OLD BUSINESS

- The museum log book – how do we follow up on that info?
- Volunteer Training subcommittee (Mary Olsson, Del) -- We may need to hold a separate meeting (in October or thereafter, when Mary is available) for hosts, so that they know how to fill out a route the donation forms. Mary also expressed interest in working on scheduling hosts.
- FFHM funds – Bob suggested purchasing an item that we could give to visiting school kids.
- Object Acquisition Plan – is complete.

#### H. NEW BUSINESS

We discussed, as a commission, the need to complete existing tasks before taking on new ones.

#### I. FINANCES

#### J. MEMBERS' COMMENTS

#### K. FFHM

Housing Rehab Requests – None

Demolition Requests – None

Research Requests – None

#### L. Vote to adjourn, 6-0