

Town of Franklin, Massachusetts
Historical Commission

Meeting Minutes – October 15, 2013

Commissioners Present: Del Arnold, Colette Ferguson, Connie Lawson, Marlene Oliver, Mary Olsson, Debbie Pellegri, Bob Percy. Absent: None.

A. APPROVAL OF MINUTES from September 24, 2013

B. CITIZEN COMMENTS - None

C. APPOINTMENTS – Recently relocated town resident Minessa Konecky is very interested in learning PastPerfect. She's found a way to retrieve records (they need to be indexed). There are currently 1313 items in PastPerfect. She knows a way to export the database to a website: this would require an additional purchase.

D. PRESENTATIONS

1. Workoff Program. Connie has been organizing and cleaning at the Museum. She had brought some items to the Library Room for discussion:
 - Four Corners School banner: keep.
 - Colonial banner: keep
 - Kids' old and rumpled project posters: discard
 - Declaration of Independence replicas in cardboard tubes: keep

E. DISCUSSIONS/VOTES

E1. Inventorying books from the Library Room – Colette will show Jack (of the Shire Book Shop) a list of the books here to get a sense of their value. Mary suggested making any deaccessioned books available on www.freecycle.com.

E2. Volunteer training – Nothing new to report. We need to determine the best ways to solicit volunteer assistance. We also need to work on a training plan for volunteers.

E3. Purchasing town photos for cards, etc. – Debbie will bring in samples. We may want to start by offering cards that have the Museum's picture on them.

E4. The pictures of Franklin WWII veterans that Mary is looking for (for identification purposes on Facebook) do in fact reside on the PC downstairs. Mary will work with Del and/or Alan E. to get copies.

E5. Historic places inventory – Debbie obtained a large amount of data of the Town's historic properties from the Town Assessor's office. Can we submit this information to the MA Historical Commission as is, to satisfy their need for info about historical properties? Bob will investigate. A related question: would there be a way to get this info on the Museum website? Yes, but let's place the summary listing online, not the exhaustive multi-page report on each property.

E6. Move bell from Old Museum to New Museum? Jeff and the DPW will see whether the bell will fit in the new belfry.

F. SUBCOMMITTEE REPORTS

○ **Communications – (Bob)**

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

Minessa is interested in tackling some of the tasks we've identified as high priority:

--organize the inventory

--add pictures to existing PastPerfect entries

--be able to physically locate an item based on its PastPerfect record. (Minessa would like to meet with Del and Alan Earls to understand this.) She will start by taking pictures of existing display cases.

--redo the Museum website and integrate it with Facebook and Twitter

A Motion: to give Minessa a museum key. Approved 7-0.

A Motion: to nominate Minessa as an Associate Member. Approved 7-0.

- Events – (Debbie, Colette, Connie) The rescheduled Pumpkin Carving Event is planned for 10/27. Drop off from 12 to 2; judging at 2:30. Military uniform display – to open 11/10. Commission help in setting up is requested.
- Finance and Budget – (Debbie)
- Grants – (TBD)
- Hosting – (Debbie)
- Museum Display – (Colette, Connie, Debbie)
- Museum Operations – (Del) – Del has worked with the town’s support folks on Internet connectivity issues at the Museum.
- Outreach to Schools, Community – (Bob & Debbie) Museum stickers for kids visiting the Museum.
- Publicity – (Mary Olsson) – Mary will provide the publicity for the Pumpkin Carving event.
- Strategic Plan – (Bob, Connie, Mary Olsson)
- Volunteer Training (Mary Olsson, Del) [see DISCUSSION/VOTES, Item E2]
- Website – Minessa recommends using Wordpress (a content management system) as our web authoring tool. Bob will confer with her about the Civil War piece of this effort.

G. OLD BUSINESS

- The museum log book – how do we follow up on that info?
- Volunteer Training subcommittee (Mary Olsson, Del) -- [see DISCUSSION/VOTES, Item E2]
- FFHM funds – Bob suggested purchasing an item that we could give to visiting school kids. Discussion focused on museum stickers.
- Walking Tour – currently on hold.

H. NEW BUSINESS

Thanks to Connie and Colette for many hours of work on displays.

Connie brought in old photos from West Central St.

Colette would like to properly mat existing pictures in their existing frames. Marlene and Colette will investigate.

Debbie will send Bob a copy of the Commission’s By-laws, for posting in Dropbox.

Is there a plan in place to back up the Museum’s 4 PCs? Bob will ask Alan E.

I. FINANCES – Debbie submitted for a \$1,000. grant from the Franklin Arts Council.

J. MEMBERS’ COMMENTS

K. FFHM

L. OTHER

Housing Rehab Requests – None

Demolition Requests – Request to demolish a structure on Beaver St. A Motion: to allow the demolition of the structure in question. Approved 7-0. Bob will provide Debbie with a demolition approval letter.

Research Requests – None

M. Vote to adjourn, 7-0