

Franklin Cultural District Committee

Minutes of Meeting

February 17, 2022

**Held as a Virtual Meeting
via Remote Access Zoom Platform**

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting was conducted as a Remote/Virtual Cultural District Committee meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens were able to dial into the meeting using the provided phone number or participate by using the Zoom link provided on the agenda.

Members present: Roberta Trahan, Dr. Pandora Carlucci, Amy Adams, Katherine Botelho, Pat Timmons

Members not present: Vice Chair John LoPresti, Jamie Barrett

Also in attendance: Bryan Taberner, Planning and Community Development Director

Dr. Carlucci opened the meeting at 6:30 PM

Election of Committee Chair, and Other Officers if Needed

Dr. Carlucci asked if there was anyone in the Committee who was interested in becoming Chair, as the position is still vacant, to which no members answered. Dr. Carlucci then reiterated discussions between Ms. Trahan, Mr. Taberner, and Town Administrator Jamie Hellen regarding a possible co-chair system for running the Committee until Vice Chair LoPresti returns around late spring. Neither Mr. Taberner nor Town Administrator Hellen were opposed to the idea, as such a vote would be entertained to implementing the temporary co-chair system.

Ms. Botelho motioned to elect Dr. Carlucci and Ms. Trahan to the positions of co-chairs until Vice Chair LoPresti can return, seconded by Ms. Adams. Ms. Botelho voted yes; Mr. Timmons voted yes; Ms. Adams voted yes; Ms. Trahan voted yes; Dr. Carlucci voted yes. Vote to elect the new co-chairs passed 5-0-0

Dr. Carlucci said that she and Ms. Trahan would continue to work together and talk about a leadership plan while Vice Chair LoPresti is out. She added that she hoped the entire Committee could be included in discussions about said leadership plan.

Review and Approval of Meeting Minutes

January 20, 2022 Franklin Cultural District Meeting Minutes:

FY22 FCC Cultural District Grant Award

Prior to stepping down from Chair, Nancy Schoen had written a Grant to the Franklin Cultural Council for \$1200. Ms. Schoen had contacted Mary Olsen at the Franklin Historical Museum and LiveArts, who would be performing at the Historical Museum, to let them know about the Grant funding their event. The Committee now needs to vote to accept the grant from the Franklin Cultural Council.

Ms. Trahan Motioned to accept the \$1200 Franklin Cultural Council Grant for a performance by LiveArts at the Franklin Historical Museum. Seconded by Mr. Timmons. Ms. Adams voted yes; Ms. Trahan voted yes; Ms. Botelho voted yes; Mr. Timmons voted yes; Dr. Carlucci voted yes. Motion passed 5-0-0

FY22 MCC Cultural District Initiative Grant

-MCC CDI Grant Contract: Dr. Carlucci reminded the Committee of the \$7500 Grant that was awarded to them to be distributed to the Partners for their various proposed events and projects. \$700 to XPressions Enrichment for the Painting Classes; \$1125 for the Franklin Art Association; \$1000 for the Farmers Market; and \$650 for the LiveArts. Additionally, \$2600 will be allocated to the Franklin School Department, bringing the total to \$6075 of the \$7500 Mass Cultural Council Grant. The remaining amount of \$1425 will be held for flexible spending.

-CDC Award Letters for MCC Funds: Dr. Carlucci suggested that, because LiveArts is already receiving a \$1200 Grant, that they might not need the \$650 Grant they originally applied for. The Committee was not aware until recently that a \$1200 Grant had been approved for them. As best as the Committee can tell, the \$650 will cover the 3 performances at the Historical Museum.

-School Department Project Proposal: Ms. Trahan reminded the Committee that the School Department Project was not initially going to be able to completely funded, but with the additional \$650 being made available, the Committee could come close. Those funds combined with the other expected means of fundraising that the School Department will have should result in the School Department event being completely funded for all 5 schools in addition to the event on the Town Common. Ms. Adams asked for clarification about a decision from the previous Committee meeting where it had been decided to have the Schools perform at ArtWalk instead, with students from any of the 5 schools being allowed to participate as they wish. Ms. Trahan answered that Ms. Adams was correct, but then informed her that Ms. Trahan and Dr. Carlucci had met with the School Department to work out a solution that would not leave out any school. Ms. Trahan elaborated that the Committee could grant them \$3300 and end up still having \$1375 that could be used as flexible spending when the School Department and other event funds are subtracted from it. Ms. Trahan added that they are hoping someone at the Cultural District Partners Meeting might realize that they have a program that the grant funds could help pay for.

Ms. Adams asked if the Committee was comfortable with funding the entire amount, knowing that it would leave the Committee with insufficient funds to address anything else that might come up. Ms. Trahan answered that they should be able to avoid spending almost everything as the School Department can rely on P.C.C.s to cover any deficits in funding they may have. Ms. Botelho asked if the \$1375 remainder of funds would be lost if they are not spent by the end of June, to which it was confirmed that they would be lost. Dr. Carlucci asked for confirmation that the \$1375 could be spent on an event taking place early in July – after the funding should expire – if the funding has already been used to pay for everything needed for that early July event. Mr. Taberner answered that it is a possibility, as long as the billing for any such events is sent to him to process before then.

It was then motioned by Ms. Trahan to recess the meeting so that the scheduled 7:00 PM Cultural District Partners Meeting Could be held, afterwards the Committee Meeting would be expected to resume. Seconded by Ms. Adams. Ms. Adams voted yes;

Ms. Trahan voted yes; Ms. Botelho voted yes; Mr. Timmons voted yes; Dr. Carlucci voted yes. Motion passed 5-0-0. Recess was commenced at 7:00 PM.

Recess concluded at the adjournment of the Partners Meeting at 7:46 PM. Ms. Trahan motioned to reopen the meeting, seconded by Ms. Adams. Ms. Adams voted yes; Ms. Trahan voted yes; Ms. Botelho voted yes; Mr. Timmons voted yes; Dr. Carlucci voted yes; Mr. Barrett voted yes. Motion passed 6-0-0. Meeting was resumed.

Mr. Barrett was informed of the votes made by the Committee prior to the recess. Ms. Trahan then asked the Committee if they wanted to award \$3300, or if they wanted to give more. Mr. Timmons weighed in to suggest keeping the buffer of unused cash for flexible spacing and award just the \$3300. He also suggested some of the buffer funds could be used for a camera to document and advertise everything the Committee is doing with its Partners, to which Ms. Trahan and Dr. Carlucci expressed agreement. Ms. Trahan then asked if the Committee was ready to make a motion, to which nobody answered no.

Ms. Trahan motioned to award \$3300 to the Franklin Public Schools for the Dance Presentation to be held at all 5 schools in addition to the Franklin Town Common. Dr. Carlucci seconded. Mr. Barrett voted yes; Ms. Botelho voted yes; Mr. Timmons voted yes; Ms. Adams voted yes; Dr. Carlucci voted yes; Ms. Trahan voted yes. Motion passed 6-0-0.

Dr. Carlucci asked Mr. Taberner if any additional votes were needed at this point from the Committee in regards to the Grants, to which Mr. Taberner said no. Mr. Taberner said he imagined a letter would be sent to the Historical Museum and LiveArts explaining the \$1200 in addition to any other alterations to grants. Dr. Carlucci then brought forth an idea of having liaisons for the various entities and partners that are involved with the Cultural District. She and Ms. Trahan asked the Committee members to consider which Partners and entities they each might want to be a liaison for. Being a liaison would entail going to their events and building relationships with the people who make up those Partnerships. This way, the Partners would be consistently reminded of the Committee's presence and work in addition to the fact that it has many faces. Ms. Trahan added to Dr. Carlucci's point by saying she had noticed the Cultural District Committee being mentioned on just about everything that has been sent to Partners recently, and that she thinks it is helping remind the Partners of who they have to thank for the grant funding they are receiving.

Mr. Timmons asked Dr. Carlucci if a spreadsheet could be made of the Partners so that Committee Members can coordinate on who would be best suited to act as liaisons for individual partners. Mr. Timmons added that Liaisons could act as point persons for Partners when telling their stories on the Blog. Ms. Trahan clarified that she thinks everyone needs to act as Liaison for a Partner who is getting funding just for the ArtWalk event while Mr. Timmons is thinking of the bigger question of all of the Partners besides the ones who are being funded for ArtWalk. Ms. Trahan then said that she and Dr. Carlucci had put together a list that was now going to be shared with the other Committee members. The list would consist of the rest of the Partners so that they could pursue further collaboration with the Partners.

Subcommittee Updates

- Marketing Subcommittee
- Goals and Grants Subcommittee
- Partnership Management, Recruiting and Outreach Subcommittee

Ms. Trahan said that the updates from all 3 subcommittees had been covered earlier in the meeting and there was no need to repeat them, to which the rest of the Committee agreed. Ms. Trahan then asked Mr. Taberner about reporting estimated attendance figures for events like ArtWalk. Mr. Taberner answered that there were resources that had not been providing information recently, such as Dean College and the School Department. Soon the Committee will be having to write up its plan and goals for the next fiscal year. Ms. Trahan said that the past 2 years had been difficult, but finding a way forward from the difficulty brought on by the pandemic would be a good sign. Mr. Taberner suggested having a meeting between himself and Ms. Trahan and Dr. Carlucci before the next scheduled CDC meeting. The Committee then discussed ways of representing Partners in meetings and eventually having Partners send their own representatives to meetings once enough people are attending to make it an effective networking tool for them. Ms. Trahan noted that there is fairly consistent attendance from Partners such as the FDP and the FAA at the Partner meetings.

Dr. Carlucci reminded the Committee that they do have the resources to cultivate Partner engagement, including the oldest Public Library in the country and many materials from Horace Mann and Benjamin Franklin, so they have culture and means to support the community in expressing itself. Ms. Trahan said that she believed the Committee now had a way forward. Dr. Carlucci said that she and Mr. Timmons had a brief meeting planned with Mr. Stephen Sherlock of Franklin Matters on Tuesday, February 22 to learn about managing a blog.

Dr. Carlucci then summarized what the Commission had planned from the meeting, including reiterating a meeting between Ms. Trahan, herself, and Mr. Taberner, as well as the need to reschedule the May CDC meeting to a different date.

Ms. Adams asked Ms. Trahan for a reminder about possibly moving the ArtWalk art from the Downtown Area to the Crossing. Specifically, there are concerns from Artists about having difficulty being able to easily travel between areas, should the ArtWalk not be contained exclusively to the Downtown Area. Ms. Trahan said she thought it would be best to keep the artists in the Downtown Area, especially because of the new Partners in that area that could benefit from being next to the event.

Ms. Trahan then directed the discussion back to finding a new day to hold the May CDC Meeting. She suggested Thursday, May 12 at 6:30 PM for the CDC Meeting to be followed by a 7:00 PM Partners Meeting, to which the rest of the Committee agreed.

Next Cultural District Meeting Dates

March 23, 2022 7:00 PM

April 13, 2022 7:00 PM

May 19, 2022 6:30 PM

Cultural District Partners Meeting

May 19, 2022 7:00 PM

Adjourn

Ms. Trahan motioned to re-adjourn the meeting at 8:25 PM, seconded by Ms. Adams. Dr. Carlucci seconded. Mr. Barrett voted yes; Ms. Botelho voted yes; Mr. Timmons voted yes; Ms. Adams voted yes; Dr. Carlucci voted yes; Ms. Trahan voted yes. Motion passed 6-0-0.

Meeting Adjourned at 8:25 PM.

Respectfully submitted,

Tyler Paslaski
Administrative Assistant