**Franklin Cultural District Committee**

**Minutes of Meeting**

**August 3, 2018, 10:00 a.m.
Meeting held at Franklin Municipal Building, Room 205**

**355 East Central Street, Franklin, MA**

Members present: Philip Regan, Nancy Schoen, Christopher Brady, Stacey David

Also in attendance: Planning & Community Development Director Bryan Taberner.

10:00 AM Commencement: Chairman Regan opened the meeting.

Update on Conversation with Susan Nichol: David provided a summary of the communications she had with MetroWest Visitor Bureau Executive Director Susan Nichols. Natick is doing improvements to their website and Davis is looking at using the same consultant. It would likely be the most cost effective way to redevelop Franklin Cultural District’s site. There is the possibility of the cost of site development and maintenance being absorbed by the Visitor Bureau and Town of Natick. The project would have a three month timeline. The committee would like to start working on the project soon, possibly September. There was discussion about software and website structure, and the Committee needed to meet with Town IT personnel soon.

Prepare for Mass Cultural Council Site Visit. Taberner distributed draft documents outlining the proposed site visit (meetings and District Tour). The whole site visit will last no more than four hours, and consists of three parts: 1.) Municipal Leaders Meeting; 2.) Walking Tour of the District; and 3.) Meeting with Partnering Organizations. Each part of the site visit needs to be managed on a tight timeline. The Tour will likely be held on September 20th, but Taberner has not yet finalized details with MCC. The Municipal Leaders Meeting would likely start at 10:00 a.m. and will probably be held at the Municipal Building or possibly Museum. The meeting is between MCC and Franklin's municipal leaders, which include the Town Administrator, Cultural District Committee members, and other municipal officials, including representatives from the Historic Commission, Town Council, School Department, Cultural Council, Library, Senior Center, and Planning & Community Development. There was discussion about how the meeting would be run, and what information the Town should present. Regan said the presentation shown at the partnership meeting may be sufficient.  The second part of MCC’s site visit, a Walking Tour of the District, will start in Downtown around 11:00 a.m. Regan is hoping to get Representative Roy to lead the tour. Many of the Partnering organizations will be visited during the District Tour portion of the day. The intent of the Walking Tour of the District is so MCC’s Cultural District staff and consulting site adviser can meet on a semi-formal basis with district stakeholders and business owners. This is our best chance to show off facilities and programs, and to demonstrate the District’s readiness to obtain state designation.  After the District Tour everyone will break for lunch. The third part of the site visit, Meeting with Partnering Organizations, will be during the last 45 minutes of the day. Ken Norman has offered the Franklin TV facility for the afternoon meeting. It's very important that all Partnering organizations are represented and participate. Taberner will continue communicating with MCC to firm up agenda and site visit route. Schoen and David will continue reaching out to Partners to coordinate the site visit and meeting participation.

The next meeting would be held on August 23, 2018, at 7:00 PM at the Municipal Building.

Meeting adjourned at 11:40 AM.

Respectfully submitted,

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Bryan Taberner