

Town of Franklin, Massachusetts

Historical Commission

Meeting Minutes – February 23, 2016, 6:30 PM

Commissioners Present: Colette Ferguson, Phyllis Malcolm, Mary Olsson, Bob Percy, Richard Remillard.

Absent: Connie Lawson.

A. EVENT AND DISPLAY SCHEDULE (subject to change)

We discussed creating an event schedule so that:

- we can plan for what's ahead
- coordinate as needed with the activities of the Friends of the Franklin Historical Museum (FFHM)

January — already past.

February — George Metcalf display

March

Sat., Mar 5th — Item Of The Month begins. Colette plans to write a quick summary of each, and send it to the Superintendent of Schools' secretary. (This will end up, likely, on the schools' News You Can Use" web page.)

Sun., Mar 6th — The Town of Franklin's birthday, during regular open hours (1PM to 4PM).

We agreed to provide cake and coffee. Mary will submit notice of it to the paper(s). This will be a 'small celebration'. Large celebrations will take place every five years.

Sun., Mar. 27th — Easter Sunday, Museum is closed.

April

Tues., Apr. 19th — Museum open, 11 to 2. School vacation week. Bob is hosting Tues. Colette will contact the Superintendent that the Museum will be open three weekdays this week.

Wed. Apr. 20th — Museum open, 11 to 2. Remy is hosting.

Thurs. Apr. 21st — Museum open, 11 to 2. Colette is hosting.

May

Sun., May 1st — We observe and celebrate Horace Mann's birthday.

Mon., May 30th — Possible appearance of the Historical Commission (in costume?) in the town's Memorial Day Parade. Around this time, Colette plans to send an invitation to veterans for our Veterans' Family Reception on Sat., Nov. 5th.

June

Sat., Jun 4th and Sun., Jun. 5th — FHS Alumni/ae Reunion weekend. Museum/Commission involvement is TBD. Target: invite alums to stop by the Museum on Sat. Jun. 4th between 10 to 3. Donation optional.

Thurs., Jun. 9th (4 to 8PM??) — the town's Strawberry Stroll.

July

Thurs., Jul. 28th — Cultural Festival, sponsored by the Cultural District group. They would like to feature us on this day. Perhaps the FFHM would like to sponsor something that night.

August

No special events planned.

September

No special events planned.

October

Thurs., Oct. 6th. The town's Harvest Festival. (This didn't take place in 2015 due to the construction down town at the time. This event has been renamed the 'October Stroll'.)

November

Sat., Nov. 5th, 12:30PM — Beginning of veterans' display. Veterans' Family Reception. We'll provide food of some kind. Invited are veterans, Veteran's agent Dale Kurtz, Jeff Nutting, and local state officials.

Sun., Nov. 20th — Town's Beautification Day. We plan to put up Holiday decorations on this day.

December

Thurs., Dec. 1st, 4PM to 8PM. — Town's Holiday Stroll. (This will be the last Thursday we'll be open until Thurs., Apr. 5th.)

To be added to the calendar when more details are known:

Dedication of the Horace Mann statue across the street on the new Horace Mann Green.

B. ANNUAL BUDGET

The Commission's current annual budget is \$4,000. We are requesting an additional \$2,000. for a part-time curator, a college grad student of museum studies, to work at the Museum this summer. We are proposing to pay the intern \$3,500. for their work, as follows: 35 hours per week, at \$10. per hour, for 10 weeks.

Other line items in the budget we'll submit to the town Finance Committee are:

- equipment, maintenance - \$250.
- printing services - \$200.
- other supplies - \$400.
- cakes, balloons, food - \$300.
- dues and memberships - \$125.
- preservation - \$1225.

a) SUMMER CURATORIAL INTERN

(See Annual Budget.)

C. OPERATING PROCEDURES

Revolving Account — The Town Administrator advises that the Historical Commission can create a revolving account in order to receive the proceeds of the Museum Shop and donation bin(s). This requires that we perform regular inventory in the Shop, and report what was sold. (This will also be valuable to us, to determine what sells best.) Because it is located inside the Museum, the Commission is responsible for the Museum Shop, and what it makes available to sell. Anything proposed to be sold will be by the Commission's prior approval. Bob will draft a letter to this effect.

Security and Inventory — For security reasons, we plan to restrict museum keys to Commission members only. This is especially needed as we prepare for the arrival of a curator this summer. Existing keys in circulation will be called in. A Museum key will be available at the fire station but only for specific individuals and under specific special circumstances.

As part of this policy, only Commissioners and volunteers who have specific jobs will work downstairs.

Any events planned by the Friends to take place inside the Museum require the prior approval of the Historical Commission.

D. COMMISSIONER'S COMMENTS

Bob brought in some info about the Community Preservation Act that he'd received from William P. O'Donnell, Norfolk Co. Register of Deeds. It showed that while Franklin submits \$114,000. to this statewide fund, it receives no benefit from it because the town does not participate in the CPA. (It was turned down in a referendum 9 or so years ago.) Perhaps it is time it should be on the ballot again.

Mary met with a photographer named Alton Green from Medway whose interest is in things historical. He may be able to advise us as we provide better ways to preserve, digitize, and make better available the Museum's ever expanding photo collection.

E. ADJOURN - Voted 5-0 to adjourn.