

Town of Franklin, Massachusetts  
Historical Commission

**Meeting Minutes – May 21, 2013**

*Commissioners Present:* Del Arnold, Connie Lawson, Marlene Oliver, Mary Olsson, Debbie Pellegrini (Chair), Bob Percy (Clerk). *Absent:* (none)

*Associates Present:* Colette Ferguson. *Kai Olsson Absent:* Mary O’Neill.

**A. APPROVAL OF MINUTES FROM APRIL 16, 2013** – Approved as amended (Vote: 6-0).

**B. CITIZEN COMMENTS** -- none

**C. APPOINTMENTS (Commission Membership)**

We recently received a letter from Alan Earls tendering his resignation from the Historical Commission. His contributions have been significant and wonderful, and we will miss him. We voted 6-0, to accept (reluctantly) his resignation and wish him the best.

**Action Items** - none

**D. PRESENTATIONS**

**E. DISCUSSIONS/VOTES**

E1. The Dean student intern worked with Alan to scan into electronic form some yearbook pages.

E2. Accessioning deeds from the Assessor’s Office – Gus the building inspector came to inspect the Museum’s Library Room. We decided to place the volumes of bound deeds at the counter level: for easiest access and to avoid straining the shelves (which were designed for smaller volumes). The next step after they are installed in the Library Room will be to accession them in PastPerfect.

E3. Alan E. as a possible guest speaker? We decided to wait on this until Alan’s availability is better.

E4. Lease Old Museum? – A motion was made, seconded, and then withdrawn to start the RFP process. We then voted 6-0 to have Town Administrator Jeff Nutting join us at our next meeting to discuss the implications of doing this, as well as any viable alternatives.

**F. SUBCOMMITTEE REPORTS – (details from subcommittees, if provided)**

⊗ **Communications – (Bob)**

⊗ **Document Preservation and Policies – (Alan, Connie, Del)**

Bob will provide feedback to Del on his draft of a Museum Accession Procedure.

⊗ **Events – (Debbie, Colette, Connie)**

- ⊗ **Finance and Budget – (Debbie)**
- ⊗ **Grants – (Marlene, Alan)**
- ⊗ **Hosting – (Debbie)**
- ⊗ **Museum Display – (Colette, Connie, Debbie)**
- ⊗ **Museum Operations – (Del, Alan)**
- ⊗ **Outreach to Schools, Community – (Bob, Alan, Debbie)**
- ⊗ **Publicity – (Mary Olsson)**
- ⊗ **Strategic Plan – (Mary Olsson, Connie, Bob)**
- ⊗ **Website – (Bob, Alan, Mary Olsson)**

## **G. OLD BUSINESS**

- G1. Bob will complete the Accession Procedures document and post it to Dropbox.
- G2. Strategic Plan – Connie will send a draft to Bob.
- G3. Oral Histories – nothing new.
- G4. Civil War web info – John Leighton contacted Bob about someone who may donate some Civil War items to the Museum.
- G5. Debbie has been in touch with an appraiser. Tentative plans are for them to come to the Museum on Sun. Sept. 15<sup>th</sup> from 1-4PM. This person can appraise 3 items per person. We would use FFHM funds for this (\$350.). The Commission voted 6-0 to approve this event.
- G6. Display Panels – the scanning and mounting of WWII vets snapshots continues.

## **H. NEW BUSINESS**

Improving museum attendance – what do other museums do? We're not currently on the list of State museums. Mary will investigate. We also discussed inviting museum folks from surrounding towns. Will add this to next month's meeting agenda.

## **I. FINANCES**

Hist Comm balance - \$500.

Given the state of the copier in the Library Room, we voted 6-0 to replace it with an all-in-one printer/scanner/copier, including toner cartridges.

## **J. MEMBERS' COMMENTS**

- Debbie did the following:
  - Cleaned out the downstairs vault. We plan to store old newspapers here now. Debbie has posted a request on the town website for someone who can help us do this.

- Visited the Keller-Sullivan School
- Hosted a visit from the Parmenter School
- Office partitions – these would come in very handy for display purposes.
- Bob Oliver created DVDs for the upcoming FHS Class of '53 and '63 gatherings.
- Del and Bob have made progress in drawing up a reply to the Mass Historical Commission's inquiries into 14 or so cataloged historical properties in town.

**K. Friends of the Franklin Historical Museum (FFHM)**

YTD – have spent \$775.

Current balance – c. \$6000.

**Housing Rehab Requests** – None.

**Demolition Requests** – None.

**Research Requests** – None

**L. Voted to Adjourn, 6-0.**