**Hopedale Historical Commission Meeting Minutes**

**Wednesday, March 2, 2016**

**Little Red Shop Museum**

**12 Hopedale Street, Hopedale, Massachusetts**

**Present:** Jonathan Chase, Chairman; Raymond Andreotti, Treasurer; Suzan Ciaramicoli, Recording Secretary

**Absent:** Kelly Merchant, Frederick Oldfield, III

The meeting was called to order by Chairman, Jonathan Chase at 7:02 p.m.

The **Minutes of the February 3, 2016 HHC meeting (with addendum)**, prepared by Sue Ciaramicoli, were emailed to members of the HHC on 3/2/16 at 5:56 p.m. Sue also brought copies to the meeting for review. A motion was made by Ray Andreotti, and seconded by Jonathan Chase, to accept the February 3, 2016HHC Meeting Minutes as presented (and emailed). Jonathan asked if there needed to be any discussion about the last meeting’s minutes. There being none, and none opposed, the motion passed.

**Local Historic District (LHD)**

Jennifer Smith, Management Assistant, Blackstone River Valley National Historical Park, had sent an email on February 26th reiterating the following from our February HHC meeting with her:

* She will reach out to the towns of Uxbridge, Grafton, and Hopkinton to see if someone in a leadership position with their Historic Commissions would be willing to come and talk at the April HHC meeting about their experiences in getting an LHD passed in their community.
* After meeting with officials from the neighboring towns, we agreed to invite other Hopedale Board and Commission Chairs to meet with the HHC and NPS to provide an update on where we are and to see if they have any questions and/or insight into how the proposed boundary (currently including Little Red Shop, the Parklands, and Town Park) will be received by the Town and its residents.
* We discussed with Jen about having a Town “Open House” to make a joint presentation (HHC and NPS) outlining the process, the proposed boundary, and taking questions. Maybe summer? Maybe early September?
* We need to revisit the conversation around including some residential in the LHD/Park boundary. “We need the proposed boundary to be both palatable, to the Town and the NPS, and need to consider visitor experience.” Jen briefed Meghan Kish, Superintendent for the Blackstone River Valley National Historical Park, on the thrust of her conversations with the HHC around what to include. Megan does understand the challenges. Jen suggested that we think about when, and with which group, we should approach the topic and figure out the best way to introduce the discussion.

**HHC Meeting Minutes**

**Page Two**

**March 2, 2016**

**Treasurer’s Report** – Ray reported the following expenses:

* Constellation (supplier for National Grid) February 2016 - $60.78 LRSM
* National Grid (electric) – February 2016 - $60.58 LRSM
* Comcast – $85.66 LRSM
* Verizon - $12.92 LRSM – monthly allocation made to LRSM by the Town.
* Cintas Annual Contract for Alarm System - $225.00 LRSM
* Reimbursement to Ray Andreotti for purchase of gloves for Cataloging Project - $10.95

A motion was made by Sue Ciaramicoli and seconded by Ray Andreotti to reimburse Jonathan for the cost of ***Nomenclature 3.0*** (approximately $123), with the receipt to be provided for the exact amount of the reimbursement. Jonathan asked if there needed to be any discussion about the expense. There being none, and none opposed, the motion passed.

A motion was made by Ray Andreotti and seconded by Jonathan Chase to reimburse Sue for the cost of the AALHS membership ($115) and the Past Perfect Museum Software Annual Support ($299). Jonathan asked if there needed to be any discussion about these expenses. There being none, and none opposed, the motion passed.

A motion was made by Ray Andreotti and seconded by Jonathan Chase to reimburse Kelly Merchant in the amount of $33.70 for refreshments for volunteers at the Partnership Grant Cataloging Project “Work Party Kickoff” on February 7th.

Jonathan asked if there needed to be any discussion about the expense. There being none, and none opposed, the motion passed.

**BHC Partnership Grant**

* **The Project is underway!!!!**  A Partnership Grant Cataloging Project “Work Party Kickoff” took place when the LRSM was open to the public on February 7th.
* Sue reported that she had sent an email to potential volunteers on 2/19 with **“work party” dates** for the remainder of February and dates for the month of March.
* **Reimbursement Status -** On February 11th, Sue and Jonathan met with Megan DiPrete, Deputy Director of the BHC, regarding the status of the Partnership Grant Project and to get an explanation as to why our request for reimbursement of the loom storage fees had not been processed. Megan asked that we **submit a revised budget by March 11th** and to have a follow-up meeting with her on March 25th. The main problem is that we must track in-kind donations of time and services by volunteers and/or expenses paid (donated) by others. Sue agreed to come up with some detail for these numbers. Sue will reach out to Don Howes, NCCHP, and the WTHM for help in substantiating they contributions to the Project with

**HHC Meeting Minutes**

**Page Three**

**March 2, 2016**

more timely fashion, we **would have been eligible for more months of loom storage fee** their help in moving the looms. It was noted that each volunteer hour is worth $23.07. Additionally, it was noted that had we submitted the signed contract in a **reimbursement**. We are now only eligible to seek reimbursement for August, September, and October 2015.

* **Scanner and camera for Cataloging Project** – Sue suggested that we purchase a new scanner and camera for the Project. Ray said that he has an HP scanner and is very happy with it. Sue will call Past Perfect for a possible recommendation.
* **Object Idea –** it was suggested and agreed that we would probably not contract Object Idea for this Project as was originally intended. At best, this will be postponed.
* **Past Perfect Museum Software -** Sue reported that she has begun adding **contacts and Temporary Custody records** into Past Perfect.
* **Storage Solutions Researched for Cataloging Project**
* Physical storage
* Data storage
* Ray noted that the Town has a contract with Staples
* Ray obtained some prices for storage carts and looked online at pfile.com for other options.
* He found clear totes at Target for $8.96
* Sue spoke to Ginger at Past Perfect about data storage concerns and will also reach out to Tom McGovern. Do we go with an external hard drive? Perhaps using a San Disk thumb Drive would be adequate for now.
* We need to consider taking online Past Perfect courses versus using the tutorial CD’s purchased with the Museum Software.
* HJSHS Library Director, Mary Margaret Mulroney indicated that she would help with providing a sample form for cataloging and a contact at the AAC for digital imaging.
* Sue plans to reach out to Laurie Wodin, retired Media Specialist/Librarian from the Memorial School.

**Requested HHC and BHC Partnership Project Organizational Changes**

It was agreed to table this agenda item until more HHC members are in attendance. Sue Ciaramicoli requested to be named a Co-Project Manager for the 2015 BHC Partnership Grant Project. Sue feels that, as Curator of the Museum for the last 6 years, she has been a key player in the Project thus far, and will going forward, as well. Additionally, she would like to request that her position of HHC Co-Chair be reinstated as her reason for stepping down was because of the tenuous situation with a volunteer over the last year or so. That individual is no longer involved with the LRSM. She would also be happy to continue serving as Recording Secretary.

**HHC Meeting Minutes**

**Page Four**

**March 2, 2016**

**Curator’s Report**

Sue reported that the LRSM was open to the public on Sunday, February 7th and that the BHC Partnership Grant Work Party Kickoff occurred that day as well.

Organization of the Project work area was begun as well as some preliminary sorting of artifact, documents, photos, etc.

**Blackstone Heritage Corridor Annual Meeting Breakfast – March 23rd, Slater Mill**

Sue reported that she planned to attend the breakfast.

**Central Massachusetts Regional Planning Commission (CMRPC) Survey**

Sue reported that she had responded to an email from Trish Settles, Municipal Collaboration Manager of the CMRPC, by completing an on-line survey on February 23rd gathering information in order to “to engage in a conversation that would explore regional networking and possible cooperation with regional Historical Commissions.” CMRPC would do so via its District Local Technical Assistance (DLTA) program and will provide some initial organizing and facilitation of two meetings/workshops.

They have compiled contact information for Historic Commissions, Historic District Commissions, Historic Societies, and other organizations with a historic mission or focus for each of the 40 communities in their Region. They are now collecting information on topics and issues that are of interest to those organizations. From the topics identified, they will work with a coordinating committee to select a handful of topics that would be appropriate for two half-day workshops.

They will organize, facilitate, and summarize two region-wide gatherings/workshops to:

1. Review survey results and develop a set of proposed next steps.
2. Promote collaboration between two or more communities.
3. Learn about important topics that will help us accomplish our goals of historic education and preservation.

A motion was made by Jonathan Chase and seconded by Ray Andreotti for the meeting to adjourn at 8:00 p.m.

Respectfully submitted by:

Sue Ciaramicoli, HHC Recording Secretary