

Hopedale Historical Commission Meeting Minutes

Wednesday, April 6, 2022

Little Red Shop Museum

12 Hopedale Street, Hopedale, Massachusetts

7:00 p.m.

THIS IS HYBRID MEETING – IN PERSON AND VIA ZOOM

Present: Jonathan Chase, Co-Chair; Suzan Ciaramicoli, Co-Chair and Recording Secretary; James O'Malley, Treasurer; Fred Oldfield, III; Patrick Giles and Karen Pendleton

Absent: Kelly Merchant

It was noted that a quorum of 4-plus members (3.5 + 1) was present for this meeting.

Co-Chairman Jonathan Chase called the meeting to order at 7:01 p.m.

No one attended the meeting via Zoom.

Minutes – Sue Ciaramicoli emailed the March 7, 2022 minutes, including the attachment of the 2/27/2022 Milford Daily News article about the Samuel Slater (Museum) Experience, to Historical Commission members, for review, today at 4:40 p.m.

A **motion** was made by Fred Oldfield and **seconded** by Karen Pendleton, to accept the March 7, 2022, Meeting Minutes as emailed. Jonathan asked if there needed to be any discussion about the March 7, 2022 Meeting Minutes. A roll call vote was taken.

Chase – Aye, Ciaramicoli – Aye, O'Malley – Abstain, Oldfield – Aye, Giles – Aye, Pendleton – Aye. There being no discussion, and one abstention, the motion passed.

Finances – Treasurer James O'Malley reported the following:

March: Comcast (internet for the period 02/17 – 03/16)	\$ 91.90 invoice dated 02/10/2022
Direct Energy (natural gas supply for 01/28 – 02/24)	158.27 invoice dated 03/01/2022
Eco-Systems Pest Management (quarterly service)	98.00 invoice dated 02/15/2022
Eversource (natural gas delivery for 01/27 – 02/24)	134.57 invoice dated 02/28/2022
National Grid (electricity for the period 02/07 – 03/07)	96.15 invoice dated 03/07/2022

Total	\$578.89
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Budget Balances Remaining for FY2022:

Historical Commission (Dept. 691)	\$2,268.01
FY2021 Funds Encumbered for website rebuild	900.00
Little Red Shop Museum (Dept. 693)	1,096.59
Total	\$4,264.60

Donations – There were no additional donations this last month.

Signature Authorization Letter – hand delivered to Eric Kinsherf CPAs Accounting Assistant when she was at Town Hall. Email with this letter not yet emailed to Eric Kinsherf CPAs “Town Accountant,” Laurie Bartkus. As a reminder, Sue Ciaramicoli, James O’Malley, and Fred Oldfield are the authorized signers for FY2022. Sue will prepare an updated letter for FY2023 signatures for the June 1, 2022 HHC meeting.

LRSB Message Sign Board Proposal – Pat Giles recommended that a new sign be purchased as the existing sign and letters are barely usable. His recommendation is for an A-frame sign to be purchased from Amazon and an extra set of letters as well.

Large rolling, double-sided sign with a handle	\$198.84
• 27” x 48”	
• 4” letters (larger than current letters)	
• Fewer letter tracks	
Additional set of letters	<u>73.92</u>
Total	\$272.76

Sue noted that there may be a shipping charge for the sign due to its size. It was noted that this sign could now be easily moved (by anyone from the HHC or LRSB) due to it having wheels and a handle.

A **motion** was made by Fred Oldfield and **seconded** by James O’Malley, to authorize the purchase of the Message Sign Board and letters as presented. Jonathan asked if there needed to be any discussion about the Message Sign Board proposed purchase. A roll call vote was taken.

Chase – Aye, Ciaramicoli – Aye, O’Malley – Aye, Oldfield – Aye, Giles – Aye, Pendleton – Aye. There being no discussion, and none opposed, the motion passed.

Sue will request that Lindsay Peterman, Executive Assistant to the Town Administrator, place the order on behalf of the Historical Commission, through Amazon so no sales tax will be charged on the purchase.

CINTAS – At last month’s meeting, Sue suggested that renewal of the annual CINTAS monitoring service warranted further investigation given the costly Custom Alarm proposals reviewed last month. Sue first contacted Verizon to come out to determine the source of the disrupted landline service at the Museum. If the source of the problem was found to be outside the Museum, there would be no charge. The issue ended up being at the pole from which landline phone service was delivered. Service was restored by the Verizon service technician upon completion of service on March 11th.

Now that phone service was restored, Sue and Bev Carver conducted an experiment to determine whether CINTAS was providing both fire and security alarm services. The Police and Fire Departments were called to notify them of our intention to purposely set off the security alarm at the Museum. The security alarm was activated. About 2 ½ minutes passed – then the phone call came, through the restored landline, from the company that provides monitoring services to CINTAS. Sue recommended that the outstanding annual monitoring invoice for February 2022 through January 2023 be paid. The significant difference in cost,

between CINTAS and Custom Alarm, could not be justified for the sake of having reports to monitor who enters the Museum and when. The LRSM has far greater security now that a new lock was installed in December, new keys issued, and an inventory being kept. It appears that our security monitoring may have been “grandfathered” since all current CINTAS contacts insist that they only provide fire protection alarm monitoring.

James inquired whether the monitoring service was by automatic renewal. Sue shared that an invoice is sent annually by CINTAS for payment. There is no automatic payment. The Town does not allow that.

A **motion** was made by Sue Ciaramicoli and **seconded** by Pat Giles, to authorize payment of the CINTAS invoice for annual alarm monitoring (fire and security) in the amount of \$303.00 for the period of February 2022 through January 2023. Jonathan asked if there needed to be any discussion regarding payment of the invoice. A roll call vote was taken.

Chase – Aye, Ciaramicoli – Aye, O’Malley – Aye, Oldfield – Aye, Giles – Aye, Pendleton – Aye. There being no discussion, and none opposed, the motion passed.

Sue reminded volunteers that if the alarm is set off, they are to reenter their own code and press 1 for off. This stops the alarm. Also, the same should be done to clear the message regarding whichever zone was faulted.

Bev Carver reached out to the Fire Department to see if a sprinkler system is necessary in the Museum. Deputy Chief David McMorrow said that the sprinkler system requirement is based on the square footage of the building. Based on its current size, the Museum does not require a sprinkler system.

Massachusetts State Historical Records Advisory Board (SHRAB) Grant - Tom Doyle, Roving Archivist, provided us with a 37-page report, via email, based on his site visit on February 10th. Sue shared the email with the other two members of the Museum Leadership Team, Pat, and Senior Real Estate Tax Credit Volunteer Bev Carver, who were both also present for the visit. Bev offered to print the considerable number of links noted in the report. Sue asked that she prepare a “finding aid” so that the links documentation can become part of the Report document and will be organized for easier reference. She will make copies for Sue, Pat, herself, and the Museum once Bev completes this.

Pat shared that the work being done on specific projects, a process as recommended by Tom Doyle, is serving as valuable legwork for the goal of digitizing documents, photos, and artifact documentation for Digital Commonwealth, Internet Archives, and our PastPerfect museum software. He shared his view that the recommendations put forth in the ***Roving Archivist Report***, will be a long-term “work in progress.”

Pat and Sue have discussed applying for the SHRAB Archival Field Fellowship grant. As previously noted, this Grant would likely be a means of preserving and processing the collection of General Draper’s personal papers at the Museum.

The Roving Archivist article written by Sue for the Hopedale *localtownpages* did not appear in the March nor April issues.

SHRAB Regrant – Sue has drafted the application to SHRAB for a Regrant available for \$500 in archival materials. The application must be accompanied by a Letter of Commitment (in process by Sue), and “matching gift funds” must be noted. The matching gifts can be provided in the form of funds or in-kind volunteer hours. The Museum has more than enough “matching gifts” based on the considerable number of volunteer hours served by the Museum’s Senior Real Estate Tax Credit Program. They are currently working concurrently on a number of archival related projects. This grant is open to organizations who have had a site visit from SHRAB’s Roving Archivist Program. The application is due tomorrow.

Visit to the Franklin Historical Museum – Pat reported that he and Sue, visited the Franklin Historical Museum on Sunday, March 27th. Pat arranged the visit and meeting with Franklin Historical Commission Chair Mary Morrissey. The following key observations were made from this visit.

- The most significant take-away from this visit was that, as a result of the recommendation contained in a Roving Archivist Report based on an assessment of their museum facility and collections, an archivist was hired on a part-time basis for the Museum. This paid professional resource has been instrumental moving forward with the proper handling and processing of the Museum’s documents, photos, and artifacts.
- The Town of Franklin “takes care of” all aspects of the building – maintenance, snow removal, repairs, etc.
- The Museum has use of a large main floor area for exhibits and programming, and a finished basement for storage and the processing of archival materials.
- The Museum is not currently using museum software.
- The Museum has experienced intermittent financial and volunteer support from their “Friends” group.
- Museum volunteers do not currently give tours to patrons. They greet and welcome patrons to the Museum.
- Museum volunteers are not currently working on Museum Projects.
- Prior to COVID-19, the Museum periodically participated in what was referred to as “Museum Huddles” with other small area museums. This forum gave rise to the sharing of ideas for exhibits and programming, successes, and challenges face by the different museums might be dealing with.

Pat and Sue recommended a return visit to the Museum and encourage other HHC members to visit the Museum.

Senior Citizen Real Estate Property Tax Credit Program (FY2023) – All seven volunteers, and Sue as Volunteer Curator, are actively involved in different projects, having commenced work sessions weekdays with their respective member of the Museum Leadership Team. For training purposes, Bev will prepare a video of Blanche Lourie giving a tour at the Museum.

Samuel Slater Experience – Sue has still been unable to schedule a visit to the SSE with Director Barbara Van Reed and Program Coordinator Reanna Kuzdzal. She has reached out by phone and email. Sue noted that an assessment, and availability of certain looms in storage at the SSE, now impacts the planned donation of an XD Draper loom to William Efron and Peter Dills in Minnesota.

A New Request for a Draper Loom – Sue was contacted by Camille Kalash, from Austin Texas, on March 22nd. He has been searching the Internet, trying to locate a Draper loom for the small domestic operation that he would like to establish for the purpose of weaving high-end denim and pearl fabric, used for martial arts outfits. He is interested in the same XD loom that is scheduled to be donated to William Efron and Peter Dills for the purpose of conducting and sharing research. He said that he has been in touch with someone who knows how to repair Draper looms.

There was much discussion about whether the loom could or should be donated versus sold to Mr. Kalash. Pat asked if there was a market for the looms that the Town still owns. Fred and Jonathan shared that we should certainly consider and approach this with due diligence. Do we know the condition of the looms stored at the SSE since 2019?

Sue shared with the Commission the effort and struggle that she experienced in 2015 when trying to find a home for the seven looms in storage at 20 Lake Street when Mr. Schwachman raised the storage unit prices for the Town to market price. The looms had been in storage, three units, for almost 8 years at a cost of \$12 annually per year. Apparently, it was meant to be a temporary arrangement. Had a home for the looms not been secured (Noble and Cooley Center for Historic Preservation in Granville, Mass.), the looms would have been scrapped. Sue noted that the Town must cover insurance for the remaining looms because the Town of Hopedale technically still owns them.

Ultimately, Sue recommended that the loom be donated to Mr. Kalash, noting that this would be an opportunity to give life to another loom that would be sitting in storage for an indefinite period. The Commission is generally in favor of the donation with more discussion to take place after the visit to the SSE. Commission member Karen Pendleton shared that she thought it was a wonderful idea, at opportunity for a great story and a means of sharing the legacy of the Draper looms.

Dorothy Draper Hamelin Scrapbooks – Sue has still not heard back from Tom Macy, regarding the (her) scrapbooks that he “loaned” to the Museum for scanning in late 2017. Sue intends to follow-up with a letter or phone call asking that he complete a Deed of Gift Form or letter confirming his donation.

National Take a Walk in the Park(lands) – This event took place, as scheduled, on Wednesday, March 30th from 10 – 11 a.m. and was led by Park Ranger Allison Horrocks. There were about 20 participants. After the Walk, Ranger Horrocks shared that due to the cold temperature and brisk winds, the Walk was shortened. She said that the Walk generated many questions and discussion amongst the participants. The Little Red Shop Museum was open for attendees to gather, visit, and use the restroom. Sue shared that the NPS appreciates our willingness to partner with them on programs here in Hopedale.

Blackstone River Valley National Historical Park signs – Sue still needs to follow-up with Park Ranger Kevin Klyberg to do a site walk for placement and installation of the large sign at the Museum and the smaller sign down near the Bath House.

Pat and Sue did a site walk here at the Museum with a mockup of the LRSM sign. They considered the following: ease of mowing for the Highway Department, the current location of utilities, photo-ops for visitors, and handicap accessibility. Sue also needs to confirm placement location of the other sign with Parks down by the Bath House.

Little Red Shop Museum Website Rebuild – Bev Carver continues to work on this project with Rob Russell and Christine Seaver from Hopedale Technologies. This project must be completed by June 30th as it is to be paid for with FY2021 encumbered funds.

Camera and Microphone – Today, Jeff Ellis from Hopedale Cable, installed a high-definition camera and microphone for our Historical Commission meetings at the Little Red Shop Museum. He has also loaned the Museum a laptop to conduct these meetings.

Code of Conduct and Ethics – Town Departments, Boards, and Commissions were notified by email that the Select Board approved the policy at their February 28, 2022 meeting. Sue will send the approved document to members of the Historical Commission.

Hazard Mitigation Plan – Sue reminded Commission members that we have all been asked to participate in an online survey to provide input to the plan.

FoHH Fairy Walk – Saturday June 11th. The Museum will be open from 10 a.m. till 4 p.m. that day to welcome patrons. Sue will put together the LRSM fairy house for display at the Museum. Sue shared that this has historically been an exceedingly popular multigenerational event.

Annual Flag Day Ceremony at the Little Red Shop Museum – Tuesday, June 14th. The event is being coordinated by local Marine Tom Beder in collaboration with Firefighter Ryan White.

Landline Answering Machine Message – James asked if there was a message on the landline answering machine. Sue shared that it needed to be updated. Sue shared that there are two phones for the landline, one in the Office on top of the woodburning stove, and one down back in the Museum near the electrical panel. The landline phone number is (508) 478-2926,

Little Red Shop Museum Facebook page – Sue shared that she had updated the Museum's Facebook page to reflect the current Museum openings through June 2022. She suggested that a link, to both the Facebook and the new Museum website, should be put on the Historical Commission webpage on the Town's website once the LRSM website is up and running.

Museum Tool Kit – Pat shared that all volumes are now together at the Museum and available for reference.

Donation Thank You Letter to FoHH – Sue reported that it still needed to be done.

Boy Scout Project – Hopedale Troop One Boy Scout Ryan Dupuis reached out to Sue to see if he could do anything for the LRSM that would help him fulfill 15 hours of service time required for his Citizenship Merit Badge. Sue has reached out to Conservation Commission Chair Becca Solomon with questions about what may or may not be allowed for cleaning up of the pond shoreline behind the LRSM. Sue will continue to work with Ryan and his mom Heather to plan a suitable project for Ryan. Sue noted that the opposite shoreline, owned by Mr. Schwachman, had recently been cleared. The opposite trolley bridge abutment is now visible from the rear of the LRSM.

Trolley Bridge Sign – Sue shared that this might be an opportune time to install the restored sign (2010) near the abutment behind the LRSM. Sue has asked Sr. Volunteer Kathi Wright to research options for the Town Seal and photograph of the trolley bridge that are still needed to fully complete the sign. The sign was originally installed and dedicated by the Historical Commission in 1989. It was removed around the time of the LRSM restoration in 2007 due to it being in ill repair. Hopedale resident Michael Maguire donated his time to restore the sign over a decade ago.

NPS Stakeholder Meeting – Sue reported that there was a Zoom National Park Service meeting on March 31st. This meeting was held to provide all stakeholders (nodes and other parts of the BRVNHP) with an update on the status of the Park. Sue was unable to attend. Hopefully, the meeting was recorded and will be available online.

Flagpole Lights – no update. Sue needs to follow-up with Electrician Joe Scanzaroli.

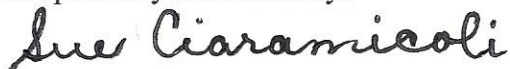
BHC V-I-P Training – Sue attended a training by the Blackstone Heritage Corridor (BHC), via Zoom, which provided further instruction for the recording of Volunteer-In-Parks(V-I-P) hours through the software package Better Impact. Sue learned that volunteer hours, for those not participating in the program, can be recorded as a lump sum with Better Impact if the hours are tracked by us. These volunteer hours are especially important to the BHC as they are partially funded by the NPS. These in-kind hours are valued at \$29.95 per hour, per volunteer, and are valuable to the BHC when promoting the level of support received by volunteers.

Town of Hopedale Website – Sue shared that she had obtained a new log-in for the Historical Commission on its webpage on the Town's website. Sue hopes to train and solicit the help of someone else so that the HHC can be updated. HHC Minutes have not been added to the webpage since 2017.

A **motion** was made by James O'Malley, and **seconded** by Fred Oldfield to adjourn the meeting at 8:37 p.m. A roll call vote was taken.

Chase – Aye, Ciaramicoli – Aye, O'Malley – Aye, Oldfield – Aye, Giles – Aye, Pendleton – Aye. There being no discussion, and none opposed, the motion carried.

Respectfully submitted by:



Sue Ciaramicoli, HHC Co-Chair, and Recording Secretary