

Brookline Town History Committee  
Minutes of the December 16, 2013 Meeting  
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Minutes of the Brookline Town History Committee – December 16, 2013 – 6:35PM  
Brookline, NH

Present: Dan Marcek, Bob Ottavi, Nancy Reinbold, Steve Russo, Keith Thompson (Chair)  
Absent: Peter Cook, Scott Grzyb  
Also Present: Donna Corey

MINUTES:

Nancy moved to approve the minutes of the November 18<sup>th</sup> meeting; Bob seconded; passed unanimously.

CHAIR'S REPORT:

Keith will send out via email a copy of the Style Guide that Bob drew up so that the Committee can review it at the January meeting.

Keith talked with Tad about asking oral history interviewees to sign a release. Tad thinks that it's a good idea. Tad is letting the Committee decide what to include in news releases and the book; he suggested we include facts, not opinions, about people.

Keith will talk with Tad about increasing the number of people on the Committee next year.

PROJECTS:

Nancy contacted several local historical societies to see if they had any information about the Brookline grange or racetrack. She received some good responses; she'll be following up with them.

Steve checked with the Town Clerk's Office; they have the results of town warrant article votes for all the years we are covering.

After discussion, the consensus was to postpone the Harvest of Memories program to later next year.

Oral Histories:

Nancy and Donna will start working on conducting oral histories.  
Donna will prepare an Oral History Interview Status List.

Goals:

The Committee talked about having goals for each subcommittee:

Oral History subcommittee – Conduct at least two interviews a month

Town Histories Review subcommittee – Hold 2 more sessions in Nashua; produce a list of characteristics of other town histories by the May meeting

Newspaper Subcommittee – Needs to check the *Milford Cabinet*, the *Nashua Telegraph*, the *Union Leader*, and the Brookline newspapers.

Other goals:

Keith to start submitting historical photos to the *Brookliner* and *Hollis Brookline Journal* to generate interest in the Committee's work.

Have a discussion by the end of March on what the book should cover and what its structure should be.

Publicity:

Dan volunteered to work on a communication plan, detailing how to publicize the Committee and its work.

It was suggested we do a survey (to be discussed in January).

1. The first step in the process of identifying a problem is to define the problem. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes. Once the causes have been identified, the next step is to develop a plan to address the problem. This involves identifying the actions that need to be taken to address the problem and determining the resources that will be needed to implement the plan. Once a plan has been developed, the next step is to implement the plan. This involves taking the actions that have been identified in the plan and putting them into practice. Finally, the last step in the process is to evaluate the results of the plan. This involves determining whether the plan has been successful in addressing the problem and identifying any areas for improvement.

January 20  
February 17  
March 17

ADJOURNMENT:

At 8:45 Nancy motioned to adjourn; Dan seconded; voted unanimously.

The next meeting will be held on January 20th at 6:30 in the Community Room at the Safety Complex.

Submitted,

Steve Russo, Secretary