

BROOKLINE TOWN HISTORY COMMITTEE

April 21, 2014

MEETING MINUTES

A meeting of the Brookline Town History Committee was held on Monday, April 21, 2014 at 6:30pm in the Community Room at the Safety Complex.

Chairman Keith Thompson presided.

Members of the Board Present: Peter Cook
Scott Grzyb
Dan Marcek
Nancy Reinbold
Bob Ottavi, Secretary

Members of the Board Absent: none

Also in Attendance: Vickie Pope

MINUTES

Nancy moved to approve the minutes of the March 17, 2014 meeting. Scott seconded. Passed unanimously.

CODE OF ETHICS

Brookline has a code of ethics which all town boards and committees need to adopt. Scott read the code. Scott moved to adopt the code. Nancy seconded. Passed unanimously.

COMMITTEE MEMBERSHIP AND OFFICERS

No discussion with Tad about talking to the Selectboard about the number of members on board. We need a replacement for Steve Russo and Keith would like to increase the committee to eleven. We can use the help and some people have already been attending the meetings and contributing on a regular basis. Keith will contact Tad and meet with him.

RESEARCH

Peter has gone to the Milford library to research the Cabinet newspaper microfilm for articles related to Brookline. The Cabinet goes back to the early 1800's and has microfilms of past issues. He found some articles related to Brookline and printed some pages at 20 cents a copy. The articles were from 1915. The newspaper was eight pages at the time and a little difficult to look at due to the size of the newspaper and microfilm projector screen size. Peter read some of the articles. A lot of social stuff, some info on the Jan 7, 1915 announcement of the town history book, a robbery, ice house tax assessment, Grange mentioned quite a lot, a group called the Loyal Workers, Daniels Academy building which was built a couple of years earlier was used by many groups including a singing group called the Sunbonnets, mention of a Brookline nature club, reference to a Brookline orchestra and Monday night watching moving pictures. Peter saw a reference to a Grange Hall and we think it was the space above the village store. There are a lot of microfilms, it's just a matter of spending the time to go thru them. Scott suggested someone could help

him out since it is very time intensive. Peter said it is worth the time and he is happy to keep doing the research.

Peter wants a list of who we have interviewed and who we are planning to interview. Keith will send him the list we are using.

Keith mentioned that we should identify sections of the book and fill them in as we get information from research or interviews.

Nancy met someone with information about a second racetrack in town. Nancy will find out more about this.

Nancy has been in contact with Betty Hall. She is moving to upstate NY within the next few months.

Keith walked through the town cemeteries to see if anything was of value for the book. Nothing of note but you never know what might turn up.

Keith talked with a member of the Hollis Historical Society and mentioned we could share related information between the towns.

NASHUA LIBRARY HISTORY FAIR

Keith attended the Nashua Library History Fair. He said several presentations were good including one on long term preservation of photos and documents. One point to consider is replacing the storage medium every 3-5 years. We need to work with the historical society determine the best practice possible for storing things not only for 20 or 50 years but also consider 100 years and beyond. The person was from the Northeast Document Conservation Center in Andover MA (<http://www.nedcc.org>) which does all forms of preservation and archiving. She is also a fan of using up a desktop scanner versus a portable scanner. However, we need to have a portable scanner available to us as needed.

PURCHASING

Dan thought it was a good idea to vote on purchases even though it is not required. Keith said we can adopt a rule to vote before purchasing an item. We all thought it was a good idea.

TECHNOLOGY

Scott has a projector for slides which we can use.

There is a website called techsoup.org which may give software discounts to qualified organizations. We should look there too when we need to purchase software.

SCANNER

Scott has researched the DoxieGo portable scanner; 8.5x11 pages, color. Good flexibility for onsite use when needed. Preferably we can take stuff and use a desktop scanner. Scott looked into the Epson desktop scanner which does 35mm slides. Slides take a while to scan. We decided to purchase the DoxieGo portable scanner and wait on purchasing a desktop scanner. Scott moved to purchase, Nancy seconded, Passed unanimously. Scott will purchase the DoxieGo.

HISTORY COMMITTEE WEB PAGE

Tad told Keith he is willing to work with him to set up our own web page on the town web site when he is ready.

DATABASE SOFTWARE

Dan called Concordia but they did not call him back. He thinks the software may not be integrated with the cloud. Scott asked Dan to find out what system requirements are for a stand alone PC. Solution may be to purchase a PC and have a data backup plan. Our plan should line up with what the historical society is doing. Scott has his historical society stuff in the cloud and then backs up the data and keeps it safe. We should meet again to discuss this in more detail. Can the Concordia software use hyperlinks?

STYLE GUIDE

Nothing new to report. Bob will add photo scanning guidelines to the style guide and send out another draft for review.

INTERVIEWS

Nancy scheduled another interview with Betty Hall but needs to reschedule due to other commitments which Betty had.

INTERVIEW CONSENT FORM

Scott proposed to use one based on what we reviewed earlier. He made a couple of modifications to it. We all read it and everyone agreed to use it. Keith will put it into Google docs. Nancy will get consent forms signed from past interviews she has conducted.

INTERVIEW QUESTIONS

Scott has sent a list to Keith. He will send it to the committee and will be reviewed at the next meeting.

INTERVIEW INTRODUCTION LETTER

Nothing new to report. Keith is working on it.

TRANSCRIPTION

Scott has a license for Dragon software for two machines. Vickie said her Mr. Quigly interview is tough to transcribe. Scott asked Vickie to send him the interview and he will see if there is anything he can do.

PUBLIC RELATIONS/PUBLICITY

Nothing new about an updated flyer.

Keith will set up a shelf in the Libraries display case for the month of May to spark interest in town history.

Keith has sent some information to the Brookliner.

Scott will send out some information from which someone could write an article for the Hollis-Brookline Journal.

GOOGLE DRIVE

Nothing new to report till we get a better handle on our data storage methodology.

PUBLISHING

Vickie showed us a book for layout ideas called "Too Far To Walk" by Forrest Fenn. The layout is short articles with related pictures. Another book mentioned was "This Was America" by Martin Sandler. For future meetings, people should bring any other books they think might have good layout ideas. Nancy said could we do a coffee table book in addition to the full size book. Keith also mentioned that doing an interim small book could be a fund raiser.

OTHER BUSINESS

Need to brainstorm how to get more signatures for the quilt. Maybe for the 4th of July we could advertise about the quilt while stressing that this is an activity for all the family and will live in the town forever. Keith will contact the Hollis-Brookline Journal and the Brookliner about having an article about the quilt.

ADJOURNMENT

At 8:55 Dan moved to adjourn the meeting. Peter seconded. Passed unanimously.

NEXT MEETING

The next meeting will be held on May 19, 2014 at 6:30pm in Brusch Hall.

Submitted,

Bob Ottavi, Secretary