

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, MARCH 26th, 2014**

FILED IN EAST LYME
CONNECTICUT
Jan 3, 2014 AT *2:00* AM/PM
Jes Lujak Blais
EAST LYME TOWN CLERK

Present: Gary Lakowsky, Chairman, Darlene DeLaura, Richard MacDonald, Maggi Prokop

Also Present: Joanne DiMartino, Smith Harris House Curator
Gene Medley, Friends of Smith Harris

Absent: Ariel DeLaura

1. Call to Order

Chairman Lakowsky called the March 26, 2014 Meeting of the Smith-Harris House Commission to order at 7:05 PM.

2. Approval of Minutes

Mr. Lakowsky called for any additions, deletions or changes to the January 22, 2014 Regular Meeting Notes.

****MOTION (1)**

Mr. MacDonald moved to approve the January 22, 2014 Regular Meeting Notes of the Commission as presented.

Ms. Prokop seconded the motion.

Vote: 4 – 0 - 0. Motion passed.

Mr. Lakowsky called for any additions, deletions or changes to the February 26, 2014 Regular Meeting Minutes.

****MOTION (2)**

Ms. Prokop moved to approve the February 26, 2014 Regular Meeting Minutes of the Commission as presented.

Mr. MacDonald seconded the motion.

Vote: 4 – 0 - 0. Motion passed.

3. Reports

↓ Public Delegations:

Gene Medley, Friends of Smith Harris noted that Donna had come this evening as she would be following up on the Home Depot Grant that is available in an amount up to \$2000 for 501c3's if they have volunteers do the work. In this instance, they can use the grant to purchase the supplies to paint the barn and then have the inmates do the painting.

Ms. Prokop noted that when they have the inmates help them that they do feed them and that this has worked out well.

Mr. Lakowsky noted that the grant can be found on-line under 'Home Depot Grant'.

Ms. Medley continued that in addition to the June 14, 2014 gathering of the three museums that they will cut the garden size down so that they can keep it weeded. The Plant Sale is also moving along.

Mr. Lakowsky gave Ms. Medley the Andy Derr estimate for the closet as the Friends have offered to have that project done.

Ms. Medley said that she would bring it back to the Friends and that they would discuss it and most likely look for another estimate or two.

Mr. Lakowsky noted that someone was also supposed to be present this evening from the Rotary to speak on a community garden however they were unable to attend. He apologized for their absence.

✚ **Ex-Officio Report**

There was no report.

✚ **Curator's Report**

Ms. DiMartino noted that there is a special term for a community garden and that she would look into it and report back to them. She submitted a copy of her report to them (copy attached) and noted that she has been accepted to sail on the Charles W. Morgan for a weekend and that she will represent poets so she will not be able to be present for the June 14, 2014 event however she will have the program all set for them.

She also reported that she is looking at two grants – one with Dominion and the other with the CT Humanities Council.

✚ **Agenda Additions**

Mr. Lakowsky asked that they add to New Business – Item B. June 14, 2014 Open House.

****MOTION (3)**

Ms. Prokop moved to add to the agenda under New Business – Item B. – June 14, 2014 Open House.

Mr. MacDonald seconded the motion.

Vote: 4 – 0 - 0. Motion passed.

▪ **Chairman's Report**

Mr. Lakowsky reported that he had left a box of artifacts at the house that were dug up from behind the barn and out house. He also said that he has spoken with Mr. Putnam regarding the branches, etc and Mr. Holyfield regarding filling in the driveway – both have said that they will take care of these items in the spring when the weather is better.

✚ **New Members Interest Report**

Mr. Lakowsky said that this is for things that people are good at so that he can have people work on things that they are interested in.

▪ **Financial Report**

▪ **Status Update**

Mr. MacDonald reported that the money has been moved into the Curator account and that their total budget is now \$16,360. They have \$8,233.27 in unexpended funds.

Ms. DiMartino requested the purchase of archival gloves. She noted that she had found them on-line and could order them.

****MOTION (4)**

Ms. Prokop moved to approve the expenditure of up to \$50 from Miscellaneous Supplies for the Curator to purchase Curator's Gloves.

Mr. MacDonald seconded the motion.

Vote: 4 – 0 - 0. Motion passed.

- **Presentation of Bills**

Mr. Lakowsky presented a bill for \$42.53 for toner for the copier/printer.

****MOTION (5)**

Mr. MacDonald moved to authorize the reimbursement of \$42.53 to Mr. Lakowsky for the purchase of toner for the copier/printer.

Ms. Prokop seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

- **Barn Rentals**

Ms. Prokop noted that she has received a request to rent the barn for a bridal shower on May 3, 2014 from 12 noon to 3 PM. Also, on June 14, 2014 the Daughters of the American Revolution will be using the barn and will make a donation to the Friends for that use.

↓ **Collections Committee**

Mr. Lakowsky said that at some point they will have to for this committee however at the current time they are not taking in items.

He added that he would also like everyone to have their own PIN #'s for entering the House and that he would look into having that done.

↓ **Correspondence**

Ms. Prokop said that there was no correspondence.

4. OLD Business

↓ **Property Maintenance**

- **Garden Fence and Maintenance** – Mr. Lakowsky said that this would be finished in the spring.

- **Driveway** – Mr. Lakowsky said that this would be fixed when the weather gets better as previously discussed.

- **Tree Limbs** – Mr. Lakowsky said that this will also be taken care of in the spring as previously discussed. He added that he would also speak with Mr. Holyfield about the possibility of having the stump removed.

↓ **Museum Development**

- **Educational Programs**

Mr. Lakowsky said that he will work with Ms. Medley and the teachers on the programs and that if they are going to have 84 students that he would like to do most of it outside if possible. This will also involve Ms. DiMartino.

Ms. DiMartino suggested looking into a book signing with an author who recently wrote a book on Lincoln.

5. NEW Business

↓ **Property Maintenance**

- **Barn Painting (grant?)** – Mr. Lakowsky said this was discussed previously. He added that he has also spoken with Mr. Formica about having the inmates do the painting.

- **Barn Roof** – Mr. Lakowsky said that he has spoken with Mr. Bence and that this item is still on the five year plan and that he believes that it is for next year. In the meantime they will patch the holes as the excessive tree limbs were cut to keep the squirrels off the roof.
- **Community Garden** – Mr. Lakowsky said that he will try to schedule the presentation by the Rotary for another time.
- **June 14, 2014 Open House** – Mr. Lakowsky said that as he had previously mentioned he would work with Ms. Medley and the teachers on this. He also suggested that they contact Jennifer Emerson (cooking events) so that there will be an event in the House.

↓ **Museum Development**

- **Educational Program Middle School**

Mr. Lakowsky said that he would work on this with Ms. Medley.

- **Textile Closet** – Mr. Lakowsky noted that the Friends had said that they would most likely obtain another bid.

Ms. Prokop noted that she had a woman do her kitchen over and that her home is from the 1800's. She suggested that perhaps they could have her look at the closet and provide the Friends with another bid. She said that she would get the information to Mr. Lakowsky and Ms. DiMartino.

6. Adjournment

Mr. Lakowsky called for a motion to adjourn.

****MOTION (6)**

Ms. DiMartino moved to adjourn the March 26, 2014 meeting of the Smith Harris House Commission at 8:12 PM.

Mr. MacDonald seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem

Curator's Report

submitted to the Smith-Harris House Commission

Above my desk is a gorgeous framed color photograph of the House, with a field of daffodils blooming across the lawn. As I write this report, the weather forecast tells of one more snowfall, winter's final stand before yielding to spring, and yet I already hear robins singing outside my office. The newness of the spring season is in the air, and with it comes positive change for the House, as we work toward meeting the goals we set over the preceding months.

Volunteer Hours

- I have created a Volunteer Hours sheet for use by Commission and Friends Board (no exceptions!), as well as any occasional volunteers who participate due to events, etc. We need everyone to track all of their hours; as much as possible, for grant purposes, and so the Town can have awareness as to total volunteer hours as well.
- The binder is kept in the modern kitchen on the second floor. Extra copies of the form will be stocked there, as well as everyone should have received a form via email. Contact Joanie with any questions or copies.

Publicity List

- Over the past month I have culled together a full two-page list of publicity outlets for upcoming programs and events, so all necessary information is in one organized location. This will be distributed to all Commission and Friends Board via email, so everyone has a copy for reference.
- I plan to update this list yearly, as both contacts and deadlines occasionally change.

Meetings Attended

- East Lyme Open-House Day meeting 3/3
- Meeting with carpenter Andy Derr, Gary Lakowsky & Donna Massung 3/17
- Commission meeting 3/26

Programs

- Currently working with Gary Lakowsky to plan the June 14th Open-House Day. Have been in contact with members of the Smith House and the Thomas Lee House as well as the director of the Senior Center, Cathy Wilson, regarding potential bus options.

Attachment Smith Harris 3/26/14 Submitted ZFB (1)

Collections

- I have begun preparing the House for tours and also working on the new tour script. Hoping to have it completed by mid-May.
- Ordered/borrowed three books on collections management from CT Humanities Council Heritage Resource Center; I want to peruse what's available before submitting a purchase request, or including request in grant proposal.

Grant Proposals

- I have identified two grants I would like to develop proposals for; one is for inventory, the other is for long-range planning.
 - I plan to write a proposal for the local company Dominion, to purchase the necessary software (Past Perfect, digital camera, storage supplies, etc) needed to complete a formal up-to-current standards inventory, the cost of extra hours needed for this project, and also a small amount of funds for an intern over the fall semester.
 - I also plan to work with the Commission Chair to write a proposal for a Connecticut Humanities Council Capacity Building Grant, to develop a strategic/long-range plan for the House. The funding from this grant will provide money to hire museum consultants trained to lead organizations through the process of defining those goals and the next steps to reach them.

Upcoming Initiatives/Priorities

- Complete planning for Open-House Day event.
- Continue preparing House and Tour script for summer hours.
- Write grant proposals for both funding institutions.

Submitted by:

Joanie DiMartino, curator

March 26, 2014

CC: Commission Members & Friends Board