

Smith-Harris House Commission
Special Meeting Minutes
December 14, 2016

Present:

Gary Lakowsky
Barbara Odgers
Robert Seifel
Kathleen Sasso

FILED

Dec 19 2016 AT 9:10 AM/PM
Kenneth Lakos ATC
EAST LYME TOWN CLERK

Also Present:

Donna Massung – Friends of the Smith-Harris President
Chuck Massung – Friends Board Member
Kathleen Patterson – Friends Board Member
Robert Patterson – Friends Board Member
Joanie DiMartino – Smith-Harris Director

This special meeting was requested by Chairman Gary Lakowsky to discuss and approve our budget for next year, as well as approve a grant application proposal to STEPs- CT.

I. Meeting was called to order at 7:05.

II. Budget

Barbara Odgers provided members with the proposed budget that will be submitted to the town in early January. After discussion, a motion was moved by Kathleen Sasso to add \$500 to the Curator's salary line and move \$500 from building maintenance to lawn maintenance with no other changes to the proposed budget or commentaries in the budget. The motion was seconded by Robert Seifel and approved by all. The proposed budget will be 13.83% higher than the 2016-2017 budget. Building maintenance items that will need attention in the foreseeable future are replacing the hot water heater, purchasing two dehumidifiers to help in preserving our collection and removing the insulation in the basement.

Gary Lakowsky is scheduled for a meeting on January 3, 2017 with the Selectman, which he cannot attend. He is going to request a change in the appointment to January 6, 2017 after 1:00pm. Barbara Odgers will attend the meeting with Gary.

III. STEPs-CT Grant Discussion

1772 Grant - The Commission and the Friends of Smith-Harris had discussed applying for the 1772 Grant in hopes of using the funds for repairing our back porch. However, we have not heard back from three carpenters with a bid and the deadline is 12/31/16. So it was decided to table applying for this grant this year and focusing on applying for the STEPs-CT grant instead.

Joanie DiMartino presented to the commission the proposal that the STEPs subcommittee put together in anticipating of applying for the STEPs-CT grant in early January. We have a good chance of receiving these funds since the grant is only open to group who are participating in the STEPs program. STEPs recommended that we use these funds to hire a consultant to work with us on developing a strategic plan rather than working on rebranding the museum as we had originally planned. The strategic plan will include preliminary goals for future rebranding. The STEPs Subcommittee put together ten purposes that will be the foundation of the goals and actions developed during the strategic planning process. (See attached)

This will be a 4-6 month process. To initiate the process, we will need to choose a consultant recommended by the CT Humanities Council and then meet with them for a full day in March and again in April. The grant funds will pay for the consultant and there is a matching fund component. Joanie Dimartino stated that the volunteer or "in kind" hours used in meeting with the consultant will be enough to suffice the matching fund portion.

Barbara Odgers motioned to move ahead with the plan and Robert Seifel seconded the motion. All were in favor.

iv. Meeting Adjourned at 8:02. Kathleen Sasso motioned to adjourn the meeting and Barbara Odgers seconded the motion. All were in favor.